

DRIVER'S SAFETY POLICY

PURPOSE

To provide the following criteria for selecting both prospective and current employees who may operate a motor vehicle while in the course and scope of employment with the City of Gulf Shores.

POLICY

1. A motor vehicle report (MVR) will be run at least every three years on all prospective and/or current employees applying for a driving position, requesting permission to drive, or who drive a company-owned vehicle, rental vehicle for business, or personal vehicle for business for the City of Gulf Shores.
2. Both prospective and current employees must possess a valid driver's license issued by his/her state of residence (i.e. the employee cannot live in Alabama and possess a Florida driver's license).
3. Employees may not drive a City of Gulf Shores vehicle if their driving record reflects any of the following conditions:
 - Any combination of three (3) or more moving violations and/or at-fault accidents in the past three (3) years. The violation occurs when the citation is issued, not when the final court decision is made. If the final court decision results in removal or re-classification, driver status will be changed upon presentation of appropriate written documentation and an appropriate MVR.
 - A conviction of any of the following within the past 5 years, or pending charge of:
 - Operating While Intoxicated (OWI)/Driving Under the Influence (DUI),
 - Leaving the scene of an accident,
 - A felony involving the use of a motor vehicle,
 - Upon suspension or revocation of driver's license.
4. Drivers must inform their supervisor or manager at the beginning of their next working shift whenever they become disqualified under this policy or if there is a change to their driving record.
 - Changes include, but are not limited to: OWI/DUI citation, license revocation, restriction or suspension and any moving violation.
 - Any change in the status of a driver's record resulting in disqualification, or the failure to report such change as required by policy, shall result in revocation of driving privileges of any City of Gulf Shores vehicle.
 - Failure to report such a change may also result in disciplinary action, up to termination.

- If driving a City of Gulf Shores vehicle is an essential part of the Employee's job description, disqualification may result in suspension until eligible to operate a company vehicle, reassignment to a non-driving position, or termination.

PROCEDURE

All employees operating a motor vehicle while working for the City of Gulf Shores must comply with the following.

1. Only approved, eligible drivers are permitted to operate a vehicle on company business.
2. Do not drive your company vehicle if: you have been drinking alcoholic beverages; or you are under the influence of any drugs that could affect your driving ability. This includes prescription and over-the-counter medications.
3. It is mandatory for all employees to wear seatbelts when driving for work purposes. The driver is also responsible for ensuring that all occupants are wearing seatbelts.
4. All drivers must have in their possession, at all times, a valid driver's license, with the proper classification for the type of vehicle he/she is required to drive.
5. Unless otherwise approved by management, no passengers are allowed in company vehicles. No hitchhikers or strangers are allowed.
6. All drivers must follow all applicable Federal and State traffic laws. This includes following the speed limit. The City of Gulf Shores in no way authorizes, encourages or condones any travel over the posted speed limit.
7. Be courteous to other drivers and pedestrians.
8. Radar detectors, laser detector, or similar devices are not permitted.
9. Any employee who is an approved, eligible driver is using his/her own vehicle on company business must have current insurance coverage including liability insurance subject to Alabama state law. A copy of the employee's certificate of insurance or declarations page should be submitted upon each renewal and will be kept in the employee's personnel file. Employees who are not approved drivers will not be able to operate a vehicle on behalf of or pertaining to the City of Gulf Shores.
10. Any employee involved in a car accident while in the course and scope of employment must advise his/her supervisor about the accident as soon as possible. The local police department should also be notified. An accident investigation report must be completed by the employee's supervisor and submitted to the Personnel Officer, City Clerk, and Purchasing Officer within twenty-four (24) hours. The City Clerk and Purchasing Officer should be notified immediately via email or telephone

call notifying them of the accident, and in the event of an employee injury, the Personnel Officer should also be notified

11. All drivers will be held personally liable for any parking or moving violations received.
12. If carrying a load, ensure the load is secure before leaving. Periodically check the load to be sure that it is secure. If you find the load has shifted, stop and re-secure the load before continuing.
13. When planning to drive a company-owned, rental or personal vehicle for business travel, unless already an approved eligible driver, an employee must provide the supervisor with a copy of his/her valid driver's license along with a signed authorization form.

Distracted Driving

The city is committed to employee safety, and discourages all behavior that distracts employees while they are operating a vehicle on behalf of the company.

All nonessential communication should be limited and is strictly prohibited to hands free. No emails, text messages, social media, etc. can be utilized while operating a company vehicle, a rental vehicle for business purposes, or operating a personally owned vehicle for business purposes. This includes sitting at traffic lights, intersections, waiting in traffic, etc. If calls, text messages, or emails must be replied to, the City of Gulf Shores encourages each employee to pull over and place the vehicle in park before replying or sending text messages or emails.

Use of electronic devices (including laptops, PDAs, cameras, handheld devices, cameras, and pagers) while driving is strictly prohibited.

GPS systems should never be programmed while the vehicle is in motion, not block or obstruct the driver's view, GPS systems must be voice narrated and must not require the driver to look away from the road to follow instructions.

Driver Training

Defensive driver training increases the awareness of safe driving, reduces the potential for collisions and injuries and reduces the potential for liability to our organization. Each employee who is assigned a company vehicle, or whose job description necessitates the frequent or weekly use of a company vehicle, or drives their personal vehicle on company business must participate in defensive driver training. The city has the following types of driver training:

- Initial driver training – Initial driver training will be completed by all drivers within the first month of hire (or the first month of being given driving duties). This course may consist of a classroom, seminar, or online course as designated by management.
- Refresher driver training – Follow-up driver training is required every three years thereafter. This shall consist of a classroom, seminar or online course designated by management.

Inspections

Inspections on all company vehicles will be completed and documented at least quarterly. Any problems with the vehicle should be documented and reported to the supervisor as soon as possible. Repairs should be made prior to operating the vehicle again. A pre-inspection should be completed prior to use each day and any problems with the vehicle should be notated, as well as reported to the immediate supervisor as soon as possible. All personal vehicles for business use will be inspected at least semiannually. Personal vehicles will be inspected by management to ensure all safety features are satisfactory. Documentation of these inspections will be kept in the employee's personnel file.

Drug/Alcohol Testing

Any positive test, as well as possession of an illegal substance or alcohol while operating a company vehicle or driving under the influence of alcohol or any other illegal substance will be grounds for termination. See the employee handbook for further details on drug and alcohol testing.

Safety Tips

1. Always drive at the speed that is safe for the conditions that exist. This speed may be less than the posted speed limit.
2. Keep the radio's sound at a low enough level so that traffic sounds can be heard (i.e. sirens, horns, police PA systems, etc.).
3. Before entering an intersection from a red light, count to three before proceeding. This will greatly reduce the chance of being hit by someone running a red light.
4. When following cars in traffic, maintain at least three seconds (private passenger) between you and the vehicle. That is, find a landmark such as an overpass or group of trees. Count the number of seconds from the time the car in front of you reaches that landmark and the time you reach it. This will help you reduce your chances of rear-ending someone. Add additional time for heavier vehicles, weather conditions, carrying a load, etc.
5. Check your mirrors frequently.
6. When passing someone riding a bicycle or moped, make sure that you have enough room to get by without endangering them.

ACKNOWLEDGMENT OF RECEIPT

I HEREBY ACKNOWLEDGE THAT I HAVE READ, FULLY UNDERSTAND AND AGREE WITH THE TERMS OF THE DRIVER SAFETY POLICY. I FURTHER CERTIFY THAT I HAVE RECEIVED A COPY OF THIS POLICY FOR FUTURE REFERENCE. I ACKNOWLEDGE AND AGREE THAT MY FAILURE TO COMPLY WITH ANY ASPECT OF THIS POLICY MAY RESULT IN FURTHER ACTIONS PURSUANT TO CITY OF GULF SHORES DISCIPLINARY POLICY.

Signature: _____

Print Name: _____

Date: _____

Employee ID#: _____

The signed policy will be placed in your personnel file.