ADMINISTRATIVE PROCEDURES

SUBJECT: DRIVER SAFETY COMMITTEE

DEPARTMENT RESPONSIBLE: Finance and Risk Management

1. STATEMENT

The Pima County Driver Safety Committee reviews vehicular accidents and reported incidents of unsafe or inappropriate driving behaviors involving County employees. This includes incidents which occur while an employee is operating a County vehicle and incidents that occur while operating a private vehicle while on County business. The purpose of this procedure is to define the function, the organizational structure, and the process for review, notification and appeal of the decisions of the Pima County Driver Safety Committee.

2. BACKGROUND

The committee is comprised of representatives from various departments that meet monthly to review County motor vehicle accidents. The committee reviews and assesses County related accidents for preventability and determines if additional training or discipline is required because of the accident. Human Resources will work with the applicable department to determine the degree of discipline, if any, that is required because of the accident. All discipline for improper driver safety behavior must go through Human Resources prior to the discipline being given to the employee.

This Administrative Procedure does not apply to Sheriff's Department, Superior Court, or Juvenile Court employees, as they adhere to independent driving procedures.

3. DEFINITIONS

Accident: An event causing bodily injury or property damage triggered by an impact occurring between a vehicle and another vehicle, a person, animal, road debris, or fixed object.

Authorized Driver: Any driver authorized pursuant to Administrative Procedure 30-31, Driver Qualification and Authorization.
County Vehicle: Any County owned, leased, or rented vehicle, including, but not limited to, sedans, trucks, vans, and heavy equipment.


Defensive Driving: Proactive driving behaviors and skills used to anticipate and react to potentially dangerous situations including adverse driving conditions (such as conditions of the road, weather, and traffic) and the mistakes of others.

Motor Vehicle Record (MVR): The Department of Motor Vehicle computer printout of a driving or vehicle record. The manner in which driver license or motor vehicle record information may be rereleased is regulated by federal and/or state law.

Non-Preventable Accident: An accident involving a vehicle in which the accident occurred even though Defensive Driving skills were exercised by the driver to prevent the accident.

Preventable Accident: An accident where a driver failed to use the Defensive Driving skills needed in the situation to avoid the accident.

4. PROCEDURE

A. Committee Membership and Meetings

1. The Driver Safety Committee is comprised of representatives or subject matter experts from, at a minimum, the following departments:
   - Department of Finance and Risk Management - Chair
   - Department of Transportation
   - Health Department
   - Natural Resources, Parks and Recreation
   - Regional Wastewater Reclamation Department
   - Fleet Services Department
   - Sheriff's Department

2. The Appointing Authority from the departments represented on the committee shall designate its representative. A committee member must be an Authorized Driver.

3. If a committee member is involved in an accident or unsafe driving, that committee member shall not participate in the meeting during the review of the accident.

4. The Risk Manager will set a monthly meeting schedule and shall provide information necessary to enable a thorough review of each item regarding an accident or unsafe driving on the agenda.
5. The committee shall review all reported vehicular accidents or unsafe driving and their related documentation and make recommendation to the appropriate Appointing Authority.

B. Committee Findings and Notifications

1. For accidents, the committee will determine whether the accident was a preventable accident and, for unsafe driving, the committee will recommend the appropriate action. This may include a combination of strategies to address driving behaviors such as: requiring additional driver training, revocation of the employee’s authorization to drive, or other actions deemed appropriate by the committee.

2. The committee may recommend to the Risk Manager that an employee’s driver authorization be revoked if the employee is exhibiting behaviors that pose a serious safety hazard to themselves or others. The revocation can be temporary or permanent.

3. If the accident is determined to be a non-preventable accident, the Risk Manager will forward the Notification of Driver Safety Committee Review form, within five business days to the appropriate Appointing Authority and to the applicable Deputy County Administrator to whom the department reports.

4. If the accident is determined to be a preventable accident, the Risk Manager will forward the Notification of Driver Safety Committee Review form within five business days to the Human Resources Department. Within ten business days, the Human Resources Department shall work with the applicable Appointing Authority to determine the appropriate disciplinary action that should be taken, if any. Human Resources shall return the completed Notification to Risk Management indicating the type of disciplinary action taken.

5. If the vehicular accident involves an employee of Superior Court, Risk Management will forward all accidents, both preventable and non-preventable, along with the Notification of Driver Safety Committee Review for Superior Court form, to Human Resources at Superior Court within five business days. Human Resources at Superior Court will acknowledge receipt of the form by signing and returning the completed form to Risk Management within ten business day of receiving the form.