

GREEN AREA WATER & SANITARY AUTHORITY

DRIVING POLICY

PURPOSE

Green Area Water & Sanitary Authority (GAWSA) values the safety and health of employees and the public. The safe operation of motor vehicles by Authority employees is essential.

The Authority has the capacity and discretion to determine who shall drive Authority owned vehicles and privately owned vehicles used in the course and scope of Authority business. This policy defines the minimum standards for vehicle operation, usage, and maintenance.

MINIMUM STANDARDS FOR DRIVING FOR THE AUTHORITY

Possession of a Valid Driver's License

Employees driving Authority vehicles, or their own personal vehicle in the course of Authority business, must hold a valid driver's license valid in the State of Oregon. The license shall have the necessary endorsements for the vehicle you will be driving as required by law.

In the event that your driver's license is suspended, you are required to notify your supervisor immediately. If you cannot drive for the Authority, and driving is an essential function of your job, the Authority will proceed with the appropriate action. Failure to notify your supervisor of a driver's license suspension or revocation may constitute discipline up to and including termination.

If you have your license suspended or revoked, you will not be allowed to drive for the Authority.

Satisfactory Motor Vehicle Report

The Authority may request Motor Vehicle Reports (MVR) from Oregon Department of Motor Vehicles annually. The annual review will keep the Authority informed of any adverse trends developing with Authority drivers. The Authority will use a 35-point matrix system to evaluate your status. The procedure is based on the points you have accumulated, based on the class of violations you have had over a three-year period (violation classes are found in ORS 806 through ORS 815). An explanation of how the evaluation matrix system works is as follows:

- **Class A Violations per DMV Report**
 - Point System
 - During the last year: 35 points
 - The second year: 25 points
 - The third year: 15 points
 - The fourth year: 0 points

EXHIBIT 1

- **Class B Violations per DMV Report**

- Point System
 - During the last year: 25 points
 - The second year: 15 points
 - The third year: 10 points
 - The fourth year: 0 points

- **Class C and D Violations per DMV Report**

- Point System
 - During the last year: 20 points
 - The second year: 10 points
 - The third year: 5 points
 - The fourth year: 0 points

- **Felonies/Misdemeanors Traffic Crime per DMV Report**

- If any felony or misdemeanor traffic crime appears on your record in the last three years, you will be considered a significant risk.

The Authority has set a maximum of 35 points during a three-year period. If you have 35 points or more, you will be considered a significant risk and will be subject to actions deemed appropriate by the Authority. If your record indicates that you are a significant risk, the Authority will review your driving record. At this time the Authority will provide you with a copy of the record, so that you may review it for incorrect information. If you believe information on the report to be incorrect you must work with the Department of Motor Vehicles to make corrections. A meeting will be scheduled to discuss any question or comments you may have about your record. After the meeting the Authority will determine what action is appropriate and will notify you.

In addition to violations, if you have three or more preventable accidents in the last three years, you will be considered a significant risk. Preventability of accidents will be determined using details of the accident and Federal Motor Carriers Guidelines.

DRIVER RESPONSIBILITIES

Driver responsibilities are as follows:

Private Vehicle

While in the course and scope of duties on behalf of GAWSA, employees, with their supervisor's approval, may use their vehicle for business purposes. While driving on behalf of GAWSA and in the course and scope of duties assigned, liability would accrue to GAWSA for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by GAWSA for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are encouraged to have comprehensive and collision coverage on vehicles used for GAWSA business.

EXHIBIT 1

Citations

If you should be issued a citation for a moving violation while operating an Authority vehicle or while operating your own vehicle for Authority business any fines, penalties or bail will be your responsibility.

You must notify your supervisor of any citations, traffic crimes, or acts of gross negligence involving a motor vehicle, whether it occurs on Authority time or your personal time in a timely manner. If convicted, the employee understands the Authority may impose discipline up to and including termination.

Vehicle Accidents

This section will include all accidents involving Authority vehicles and personal vehicles driven for Authority business.

All Authority vehicles will have a Driver's Accident Kit. This kit is used to gather information at the accident scene. Pictures shall be taken of all vehicles, position of vehicles and damage done to all vehicles. The vehicles photographed should match those that are identified in the accident report. The scene shall also be photographed to capture weather/road conditions that may have played a role in the accident. You shall immediately report the accident to your immediate supervisor or manager. An Authority Accident Report is required to be completed by the immediate supervisor or yourself and given to the manager or supervisor as soon as possible or the beginning of the next day. The employee should not make any comments regarding the cause of the accident or who is at fault. Police response shall be requested for the following accidents: a fatality, injury requiring ambulance transportation of an injured person, accidents involving a driver who appears to be under the influence of intoxicants and any accident involving a hazardous material spill.

If you are driving your personal vehicle for Authority business, turn in any information about the accident that you collect. All required forms must be completed.

In all cases a DMV Traffic Accident and Insurance Report will be submitted within 72 hours. If you and/or passengers are disabled and unable to complete the report, your immediate supervisor or manager shall be responsible for the timely completion of all reports.

Information to obtain from other driver after accident:

- Name, phone number, address
- Insurance name, phone number, address
- Policy number
- Driver's license number

Required forms:

- Vehicle Incident Report from Driver's Accident Kit
- DMV Traffic Accident and Insurance Report
- 801 form (if necessary)

EXHIBIT 1

You will be required to submit to drug and alcohol testing if at least one of the following occurs:

- A fatality.
- An injury, to anyone involved, requiring professional medical attention.
- A citation is issued to you for a moving violation as a result of the accident (within eight hours).
- If there is reasonable suspicion you have been operating the vehicle under the influence.

You may be tested, at the manager and supervisor discretion, if at least one of the following occur:

- The incident results in significant damage to a vehicle or property.
- Damage to a vehicle makes it unsafe/illegal to drive and/or
- Vehicle is towed from the scene and/or
- Combined damage to vehicle/property might exceed \$1,500.00.

In the event of an accident that requires a drug or alcohol test, you will be transported by your supervisor or other Authority representative to the nearest testing facility. If the accident occurs out of the area, arrangements will be made with a local medical facility. The post-accident test shall be performed as soon as possible. On-call personnel will be required to immediately notify their supervisor or their department manager if the accident occurs after hours.

Because circumstances after the accident can change, alcohol testing may occur up to eight hours after the accident and drug testing may occur up to 32 hours of the accident.

You will not be allowed to drive, for the Authority, until test results are received. The Authority will assist in making arrangements for you to get home if you wish.

You will be considered under the influence of alcohol if test results indicate a detectable level of alcohol at .02 or greater. You may be considered under the influence of intoxicants if tests reveal the presence of a substance and observations show that more likely than not you were impaired at the time of the accident. In such cases the Authority will consider further action.

Commercial Driver's License (CDL) drivers are subject to Department of Transportation (DOT) testing when in an accident while driving a commercial vehicle and:

- A fatality occurred.
- You receive a citation for a moving traffic violation **and** a person involved in the accident needed medical attention away from the accident; or
- You receive a citation for a moving violation **and** one or more vehicles involved in the accident needed to be towed from the scene of the accident.

Because the Authority post-accident testing criteria differ from that of the DOT, it is possible that a driver could be tested twice. If the accident does not meet the DOT criteria, but, does meet the Authority's criteria the driver would be subject to a NON-DOT test. However, if circumstances change, such, as a person involved in the accident dies or a citation is issued triggering a DOT test the driver would also be subject to a DOT test at that time.

EXHIBIT 1

CDL drivers involved in an accident while driving a commercial vehicle shall not consume alcohol for eight hours after the accident. Even if a NON-DOT test was taken.

INCIDENT REVIEW PANEL

After a motor vehicle accident, an incident review panel will be convened to determine if the accident could have been prevented. The incident review panel may recommend corrective action if it is determined that the accident was the fault of the employee. Accident forms, police reports, photos, and other related documentation may be used to make such a determination. The incident review panel may also request an interview with the employee and any witnesses.

The incident review panel will consist of the general manager, head of the safety committee, and the employee's supervisor.

CELL PHONES

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization prohibits the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee, and any citations must be reported to their supervisor or general manager.

TEXTING

Drivers are prohibited from using handheld devices to text, email, or read messages while operating a company vehicle or personal vehicle while on company time. If an employee is using a handheld device while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee, and any citations must be reported to their supervisor or general manager.

BLUETOOTH

Vehicles equipped with Bluetooth may be used for hands-free communication; however, they may not be used for entertainment purposes (i.e., to play music).

SMOKING/TOBACCO

All Authority vehicles are a smoke and tobacco free environment. Any smoking, vaping, or chewing tobacco is strictly prohibited. If you are caught doing any of these activities, you will be subject to disciplinary action, which may include paying to have the vehicle cleaned.

EXHIBIT 1

MAINTENANCE

The Authority believes it is providing you a safe vehicle. It is your responsibility to operate the vehicle safely.

All vehicles will be kept in safe operating condition at all times; you will be responsible for inspecting the vehicle for safe operations before each trip. The pre-trip inspections are to assure the vehicle is in a safe operating condition and free from apparent damage that could cause failure during use.

You are encouraged to thoroughly inspect the vehicle occasionally during use and after fueling the vehicle as an ongoing safety practice.

Any vehicle, which is found to have defects in parts vital to the safe operation, will be removed from service until necessary repairs are made.

Vehicle reports are to be available to all drivers of the vehicle. It is your responsibility to check previous inspection reports before driving a vehicle.

DASHCAMS

Dashcams are required in all light duty and administrative vehicles and will be made accessible to management to review when deemed necessary.

SEATBELTS

All occupants of any Authority vehicle are required to wear seat belts. The only exception will be meter readers, while performing the act of reading meters, are not required to wear a seat belt. If not reading meters, seat belts are required as well.

PASSENGERS

Nonemployee passengers will be allowed in Authority vehicle if the passenger is involved in the scope and application of Authority business.

Under emergency conditions nonemployee passengers may be permitted to ride in Authority vehicles. In an emergency, you are allowed to drive a person to a gas station, phone, etc. if they are stranded.

Employees that do not adhere to the above responsibilities will be subject to disciplinary action as stated in the Authority's disciplinary policy, in GAWSA's Employee Handbook.

EMPLOYEES CONSIDERED A SIGNIFICANT RISK

If the Authority determines, from your driving record, that you pose a significant risk to the Authority you will be subject to the following actions.

- Written warning.

EXHIBIT 1

- If driving is an essential function of your job, you may be suspended, without pay until your driving record has improved for the three-year period.
- If driving *is not* an essential function of your job, you may be suspended from driving for the Authority until your driving record has improved for the three-year period.
- The Authority may allow you to take a driving class. It will be your responsibility to find, take, and pay for the class. The class must be approved by the Authority.
- If you resume driving, a monthly DMV report may be required for a 12-month period.
- Termination of employment.

TRAINING

The Authority will provide you with defensive driving training on a regular basis or as needed.