

**Morongo Valley
Community Services District
Driver Safety Policy**

Table of Contents

Driver Eligibility	2
DMV Employer Pull Notice Program (EPN).....	2
MVR Driver Criteria.....	3
Business Use - District-Owned Vehicles	3
Business Use - Personally owned Vehicles.....	4
Use of Communication Devices While Driving.....	5
Vehicle Accident Procedures	6
Defensive Driver Training.....	6
Record Keeping	6
Program Evaluation	6

The Driver Safety Policy has been developed to protect the Morongo Valley Community Services District employees and resources, to ensure compliance with state and federal regulations, and to guard against and reduce potential liabilities from accidents. The information outlined in this policy is in line with generally accepted best practices and legal requirements for safe motor vehicle operations. The General Manager will oversee our policy requirements and all employees who operate a vehicle on District business are required to comply with this policy.

Driver Eligibility

The following guidelines have been established to assist with identifying, hiring, and retaining safe drivers and ensuring ongoing safe driving practices:

- Employment applications and job descriptions will clearly identify if vehicle operation is a job requirement.
- Employees must possess a valid driver's license to legally operate the class of vehicle(s) they drive in their employment.
- Motor vehicle reports (MVRs) are obtained and reviewed for all employees included in the DMV section below.
- Employees who drive their personally owned vehicle on District business must show proof of automobile liability insurance in accordance with California's minimum requirements (\$15,000/\$30,000 bodily injury and \$5,000 property damage).
- All employees who drive on District business are required to comply with all applicable state laws and regulations.

DMV Employer Pull Notice Program (EPN)

The California Department of Motor Vehicles (DMV) requires employers to enroll all the following drivers in the DMV Employer Pull Notice Program (EPN).

- Class A CDL – Tractor-trailers, truck and trailer combinations, tanker vehicles, livestock carriers, flatbeds – vehicles with a gross combination weight rating of 26,001 or more pounds, provided the towed vehicle is heavier than 10,000 pounds.
- Class B CDL – Straight trucks, large buses (city buses, tourist buses, and school buses), segmented buses, Box trucks, Dump trucks with small trailers – any single vehicle that isn't hitched to a trailer over 26,001 pounds
- Class C CDL – Single vehicle under 26,001 pounds or a vehicle towing another vehicle less than 10,000 pounds or transports 16 or more passengers including the driver regularly organized fire departments

The District will also enroll Class C CDL employee drivers who drive District-owned vehicles and personally owned vehicles for District business.

The DMV issues MVRs on every person registered in the EPN Program. The DMV automatically issues MVRs annually and whenever the driver is involved with certain legal actions or activities. Employees who participate in this program will sign a DMV Authorization for Release of Driver Record Information form.

MVR Driver Criteria

The criteria for determining if a prospective or current employee's driving record is acceptable is based on California's Department of Motor Vehicle Negligent Operator Treatment System (NOTS) criteria.

NOTS Criteria

- 6 points in 12 months
- 8 points in 24 months
- 10 points in 36 months

District Intervention Levels

- 4 or more points in 12 months
- 6 points in 24 months
- 8 points in 36 months

When an employee's MVR reaches intervention levels, we may initiate one or more of the following actions:

- Counsel or warn the employee that employment may be jeopardized if there are additional violations or accidents.
- Shift the employee to a non-driving position where feasible.
- If a non-driving position is not an option, implement some additional controls such as driver training course(s) to reinforce defensive driving safety.
- Restrict or eliminate use of personally owned vehicles for District business.
- Other intervention determined and approved by Human Resources and the Driver Safety & Vehicle Use Program Administrator.

Managers and Human Resources will determine the most appropriate intervention actions based specific conditions and circumstances.

Business Use - District-Owned Vehicles

These requirements apply to employees who are assigned and drive a District-owned vehicle while conducting District business:

- Unless otherwise approved, District-owned vehicles are not to be used for personal purposes, including the commute to and from home.
- Designated "on-call duty" employees are authorized to drive District vehicles home with the department head's approval.
- Employees who are permitted to use a District-owned vehicle to commute to/from home and worksite are not authorized to use the vehicle for personal purposes other than commuting. Minimum personal use, such as stopping for a personal errand on the way between the employee's home and worksite is authorized. Under these conditions, Internal Revenue Service (IRS) taxable fringe benefits may apply. Contact Human Resources for specific IRS requirements and mileage rates.

The following requirements pertain to all District-owned vehicles:

- No one except an authorized employee may drive a District vehicle. This includes immediate family members and friends, except in an emergency.
- Drivers must comply with all applicable state laws and regulations.

The District reserves the right to withdraw this privilege at any time. Failure to fulfill any requirement of the vehicle use policy may result in disciplinary action up to and including termination.

Business Use - Personally owned Vehicles

It is the policy of the District to provide employees with suitable transportation to conduct District business. However, there may be times when it is necessary and expeditious for employees to use personally owned vehicles in the course of District business.

District employees are not permitted to use personally owned vehicles in conducting District business without prior approval of the appropriate department head or the assigned designee.

Before authorizing an employee to use a personally owned vehicle for District business, each department head, or designee, shall determine that: (1) the business purpose is valid; (2) the use of a personally owned vehicle is in the best interests of the District; and (3) the employee has been approved to use his/her personally owned vehicle based on the Driver Eligibility requirements.

Employees utilizing their personally owned vehicles on District business must maintain automobile liability and property damage insurance coverage in accordance with the State of California's minimum requirements of \$15,000/\$30,000 bodily injury coverage and \$5,000 property damage coverage.

- The District will verify the employee's auto liability insurance policy is current. If the insurance coverage is modified, canceled, terminated, lapsed, or curtailed for any reason, the employee must immediately notify the General Manager.
- In case of an accident and subsequent claim, the coverage provided by the employee's personal insurance will apply first. Insurance follows the vehicle, not the driver. The District is not responsible for any increase in an employee's insurance premium as a result of an accident.
- If the District's employee is at fault, the District's GL policy will be considered secondary/excess coverage for any third-party claims.
- The District's policy does not cover the employee's vehicle damage.
- Employees are expected to maintain the vehicle in reliably safe mechanical condition as required by law.

Use of Communication Devices While Driving

The following requirements address the use of wireless communication devices while driving District-owned vehicles and personally owned vehicles while on District business. The California State Vehicle Code's current definition of an "electronic wireless communication device" includes:

- Broadband personal communication device
- Specialized mobile radio device
- Handheld device or laptop computer with mobile data access
- Pager;
- Two-way messaging device

The District will comply with the California Vehicle Code requirements; therefore, District employees shall not operate a District-owned vehicle or personally owned vehicle on District business while using* an electronic wireless communication device unless the device and vehicle meet the conditions noted below.

- The device is mounted on the windshield or is mounted/affixed to the dashboard or center console in a manner that does not hinder the driver's view of the road.
- The driver's hand may only be used to activate or deactivate a feature or function on the device with the motion of a single swipe or tap of the driver's finger, but not while holding it. *The law does not apply to manufacturer-installed systems that are embedded in a vehicle.*

The definition of "Using" in this context includes, but is not limited to, viewing, talking, taking or transmitting images, playing games, composing, sending, reading, accessing, browsing, transmitting, saving or retrieving email, text messages, or other electronic data."

District employees without a hands-free wireless communication device may use their device after safely exiting a highway, pulling safely to the side of a road, and stopping the vehicle.

Exemptions

The District has the right to add to, delete or amend this policy at any time. The District reserves the right to make an exception to this policy if he/she believes such an exception is in the best interest of the District. The following uses are exempt from the restrictions above:

1. Emergency services professionals while operating an authorized emergency vehicle as defined in Vehicle Code section 165;
2. Employees driving a transit vehicle while using a wireless telephone for work-related purposes or emergency purposes as described in Vehicle Code sections 23125 and Public Utilities code section 99247(g); and
3. Other exemptions as set forth in the California Vehicle code as written or amended.

Vehicle Accident Procedures

Vehicle accident procedures must be followed in the event of an accident/incident involving District-owned vehicles or personally owned vehicles while on District business. This includes minor incidents and collisions, even if there do not appear to be any injuries and/or property damage

All vehicles are provided with an SDRMA Accident Report Guide. Drivers are required to complete the guide at the scene of the accident and immediately report the incident to their supervisor. Exceptions may occur in the event of serious injury.

When reporting claims the District utilize the instructions outlined in the SDRMA MemberPlus portal at <https://www.sdrma.org/>.

Defensive Driver Training

Applicable employees will complete defensive driver training as required by their respective departments.

Record Keeping

The following documentation will be maintained for at least two years:

- Defensive driver training for each employee, including the employee's name, training dates, type of training, and training providers
- Motor Vehicle Reports (MVRs)
- Vehicle insurance information from drivers who use their personally owned vehicles on District business
- Documentation regarding employee deviations

Program Evaluation

The Driver Safety Policy will be reviewed on a periodic basis to meet ongoing needs.