



# SAFE DRIVING STANDARDS POLICY

PM-74-04

Section: 74-00, SAFETY/ON-THE-JOB INJURY

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## **I. POLICY STATEMENT**

The Mayor of the City of Memphis, by Executive Order, has established the City of Memphis Role Model Program to encourage City of Memphis employees to become safe driver role models for their fellow citizens.

## **II. PURPOSE AND SCOPE**

The operation of vehicles is indispensable for many City of Memphis operations, including Police, Fire, Solid Waste Management, etc. Vehicular collisions are potentially the most costly losses City Government incurs when the summation of property damage, bodily injury, fatalities, and liability suits are considered.

State Motor Vehicle License records are to be verified annually and when employees are hired. Employees must immediately notify their supervisors if their driver's license becomes invalid for any reason. All employees, who are required to hold a Commercial Driver's License, must immediately notify their supervisors if their license is suspended or revoked, and the supervisors are required to immediately notify Risk Management regarding suspensions or revocations.

## **III. DRIVER PROCEDURES AND STANDARDS**

Employees, who drive City vehicles applicable to these safety rules, are required to adhere to the following standards:

- A. Be at least 18 years of age;
- B. Possess the appropriate, valid driver's license for the type of vehicle to be operated;
- C. Obey all applicable local and state traffic laws;
- D. Employees, who are regularly required to drive a City vehicle on City business, must successfully complete a Defensive Driver Training course. Newly hired employees, hired again employees, and employees newly assigned to drive City vehicles will complete this course within sixty (60) calendar days from their date of hire or reassignment. Current employees are required to promptly



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---

complete the course when notified by their supervisors of the schedule for their training;

- E. Employees, who drive City vehicles on City business and who incur three (3) moving violations and/or vehicle accidents, or one (1) DUI conviction during any 24-month period, will be referred to and must participate in Safe Driver Review Training; and
- F. Employees may not drive City vehicles or personal vehicles on City business if they lose their state driving privileges by reason of revocation, suspension, withdrawal or denial of the appropriate license to drive. When a license or driving privilege is reinstated, the employee must again successfully complete the Defensive Driving Training Course.

#### **IV. MANAGEMENT RESPONSIBILITIES**

- A. Verify the driver has a valid and appropriate state driver's license for the type of City vehicle operated.
- B. Ensure that all assigned City vehicles are maintained adequately for safe operation.
- C. Establish inspection of assigned City vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage, and cleanliness, and have repairs made as soon as possible.
- D. Enforce the use of seat belts at all times.
- E. Ensure that only authorized personnel are allowed to operate City vehicles or special purpose equipment.

#### **V. EMPLOYEE RESPONSIBILITIES**

All employees of City Government are required to follow safe driving practices which are established for the protection of themselves, their fellow employees, and the public.

- A. Employees should report all newly discovered or previously unreported vehicle damage before leaving the vehicle pick-up site.



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- B.** If mechanical problems are noted, employees will immediately report it to their supervisors.
- C.** Employees must immediately notify their supervisors if their state driver's license is revoked, suspended, or withdrawn permanently or temporarily. Employees, who receive a traffic citation while operating City vehicles on City business, must immediately notify their supervisors. Further, employees who are involved in a traffic accident while operating either a City vehicle or their personal vehicle on City business must immediately notify their supervisor. The affected supervisor will notify his/her Division Director of such citation(s) and the employee/driver may be required to attend Safe Driver Review Training in an effort to prevent further citations, violations, or accidents.
- D.** Develop awareness and understanding of City safety policies and develop skills and abilities to promote safe operations.
- E.** Each driver on City business is responsible for the safe operation of the vehicle.
- F.** Seat belts will be worn at all times while driving or while a passenger in a vehicle operated on City business.
- G.** Call Police to investigate all accidents involving City vehicles and report details immediately to supervisor.
- H.** Participate in driver training when directed.
- I.** Comply with all applicable U.S. Department of Transportation (DOT) rules and regulations if holding a Commercial Driver's License (CDL).
- J.** While driving, comply with all applicable state and local traffic laws.

Should adherence to Safe Driving Standards become a matter to be addressed by a disciplinary action, such disciplinary action will be based on and in conformance with the City's Human Resources Manual Policy and Procedures, established work rules, Divisional rules and regulations, and where applicable, provisions of the relevant considered a disciplinary measure. However, nothing in



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this program obligates the City to continue the employees required to drive motor vehicles that have lost the privilege to drive.