



This *Safety Advisory* provides guidance and recommendations to help protect employees who drive, while also protecting member vehicle assets. It outlines generally accepted best practices to help mitigate vehicle related injuries, property damage, and liability losses. A sample Driver & Vehicle Safety Policy is available at [MemberPlus](#) in the *Document Library* dropdown menu.

Please note, this advisory does not directly address all DOT requirements for commercial drivers. Additional information on Commercial Driver requirements can be found at [Federal Motor Carrier Safety Administration](#).

## DRIVER ELIGIBILITY

Consider the following:

- Vehicle operation requirements are identified on employment applications and job descriptions.
- Making certain employees possess a valid driver's license to operate the class of vehicle(s) they drive for the District.
- Obtaining Motor Vehicle Reports (MVRs) for employees who drive District-owned vehicles and personally owned vehicles while on District business.
- Reviewing MVR reports for acceptable driving records.
- Requiring proof of auto liability insurance for employees who are authorized to drive a personally owned vehicle on District business.

- Conducting driver observation for new employees.
- Conducting defensive driver training for all applicable employees.

## MVRS & ESTABLISHING DRIVER CRITERIA

- The California Department of Motor Vehicles (DMV) requires employers to enroll all Commercial Class A and B drivers and some Class C drivers in the DMV [Employer Pull Notice Program \(EPN\)](#). Review the "Who is Required to Enroll?" section for additional requirements.
- Obtaining MVRs for employees who drive District-owned vehicles and personally owned vehicles for District business is recommended as a best practice.
- Developing MVR criteria to determine the acceptability of a prospective or current employee's driving record is also recommended.

### California DMV Driver Criteria

The California DMV has developed a set of criteria called the [Negligent Operator Treatment System \(NOTS\)](#). The system is based on DMV points assigned to a conviction; such as one point for speeding or two points for a DUI. DMV recommends intervention levels at the following:

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

- Consider developing intervention levels and procedures to address unacceptable driving records. Procedures may include:
  - Additional defensive driver training focusing on problem areas
  - Driver observation and coaching
  - Shifting employee to a non-driving position
  - Possible termination

# MANAGING DRIVER RISK

## DEFENSIVE DRIVER TRAINING

All employees who drive on behalf of the District, whether in a District-owned vehicle or a personally owned vehicle, should receive regular defensive driver and distracted driver training.

Several courses are available through Vector Solutions.

Members with scheduled vehicles can also earn *Credit Incentive Program (CIP)* points. Contact Members Services for additional information.



## PERSONALLY OWNED VEHICLES

If the District allows employees to drive their personally-owned vehicles while conducting District business, consider the following:

- Obtaining MVR driving records for the authorized employees.
- Establishing an approval process that includes the conditions where personal use is acceptable and whether a district vehicle is available.
- Verifying the driver has current personal auto liability/property damage insurance coverage. California's minimum requirements are \$15,000/\$30,000 bodily injury and \$5,000 property damage.
- Communicating expectations for employees to maintain their vehicle in a reliably safe mechanical condition.
- Ensuring your vehicle use policy includes the following language:
  - In the event of an accident/incident the employee's personal auto policy will apply first. Insurance follows the vehicle, not the driver.
  - If the District's driver 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.

## DISTRICT OWNED VEHICLES

- Define and implement personal use requirements for employees who drive District vehicles.
- Develop a pre-use inspection process.
- Develop procedures that include regularly scheduled vehicle inspections and maintenance.
- Train employees on both the pre-use and maintenance schedule requirements and ensure they know who to contact in the event of a vehicle concern or malfunction.

Note: Documented pre-trip inspections are required for commercial vehicles. See [DOT Vehicle Inspections](#).

## VEHICLE ACCIDENTS/INCIDENTS

When an accident or incident occurs, it's important to train employees on how to respond on the scene as well as what information to gather.



SDRMA has developed the following resources to assist Members with claims reporting and investigation:

- Tri-fold Accident Report Guide to assist employees at the scene of an accident
- Claims reporting instructions
- PL Claims Manual with comprehensive instructions and guidance

These resources are available at [MemberPlus](#) in the *Report A Claim* dropdown.