

.1 Policy Statement

It is the policy of the City of Tulsa to provide all employees with a safe working environment. This policy provides guidance on who is authorized to operate City of Tulsa vehicles and equipment along with the proper reporting procedure following an event resulting in injury or property damage involving vehicles or equipment used for City business.

.2 Scope

This policy applies to all employees, excluding Police Department and Fire Department employees, who drive or operate any vehicle or equipment owned, leased, or utilized by the City of Tulsa. Police Department and Fire Department employees shall comply with their department-specific collision policy.

.3 Obtaining a City of Tulsa Driver's License

.31 To obtain a City of Tulsa driver's license, individuals shall meet the following requirements:

.311 Be an employee of the City of Tulsa, a contractor performing work for the City of Tulsa, or otherwise be authorized, in writing, by the Safety Program Manager to operate City vehicles or equipment.

.312 Be able to demonstrate, upon request, the ability to safely operate City vehicles and equipment.

.313 Be free of any condition impairing an individual's ability to safely operate vehicles and equipment.

.314 Have completed the Driver's Orientation and Education class administered by the Safety & Health Section of Human Resources.

.315 Upon request, provide any relevant information required by the Safety and Health Section for the purpose of determining license-related issues.

.316 Hold a valid State of Oklahoma driver's license with full rights and privileges.

.32 Once obtained, City of Tulsa employees are required to have their City of Tulsa driver's license and their state-issued driver's license on their persons at all times when operating vehicles or equipment for which a City of Tulsa driver's license is required.

.4 Obtaining a temporary City of Tulsa driver's license

.41 Temporary driver's licenses are intended for temporary employees or those

who do not satisfy the requirements in section 961.3.

- .42 Temporary COT driver's licenses are obtained through the Safety and Health Section of Human Resources.
- .43 The Safety and Health Section may waive the requirement for an Oklahoma driver's license for a specified period of six (6) months if the individual has a valid out-of-state driver's license.

.5 Reporting Procedures: Collisions, Incidents, and Reports of Damage

- .51 Employees shall ensure the Collision Hotline and their supervisor are contacted in a timely manner when involved in a collision, incident, or damage is discovered involving vehicles or equipment owned, leased, or personal vehicles utilized for City of Tulsa business. In most cases, reporting the collision, incident, or damage within 15 minutes of occurrence/discovery is considered timely. If an employee is unable to call the collision hotline, the employee's supervisor shall ensure the hotline is contacted. This notification shall be made regardless of how minor the damage appears (see 961 Appendix 1 for reporting instructions).
  - .511 If emergency responders are needed 911 should always be called first prior to notifying dispatch.
  - .512 Unless injured, employees shall remain at the scene of the collision or incident until the investigation is completed or they have been cleared to leave the scene by the Safety and Health section of Human Resources. For collisions or incidents that occur after hours, weekends, and/or holidays, employees shall remain at the scene until they have been cleared by an exempt supervisor.
  - .513 If no one is injured and the vehicles are obstructing the regular flow of traffic, City of Tulsa drivers shall move their vehicle from the roadway, if it can be done safely. If a vehicle or piece of equipment needs to be moved to allow for the flow of traffic, photos shall be taken prior to moving vehicles, if it can be done safely.
  - .514 If police are needed for a non-emergency collision, the City of Tulsa Collision Reporting Hotline will notify the appropriate law enforcement agency.
- .52 The Collision Review Board (CRB) will request in writing a disciplinary hearing for any employee, or supervisor for an employee, who fails to properly report a collision or incident.
- .53 Managers and supervisors shall ensure their employees understand the collision/incident reporting procedure and maintain the collision reporting information cards in each City of Tulsa vehicle. (See 961 Appendix 1) Cards can be obtained from the Safety and Health Section of Human Resources or the City of Tulsa Print Shop.

.6 Reporting procedures: DUIs, license suspensions, citations, and pending civil or criminal actions against an employee's state driver's license.

.61 All employees who drive for the City of Tulsa shall be responsible for reporting DUIs, license suspensions, citations received while driving for the City of Tulsa and pending civil or criminal actions against an employee's state driver's license to their exempt supervisor. Failure on the part of the employee to notify their exempt supervisor shall result in the suspension of driving privileges by the Collision Review Board for six (6) months and may result in disciplinary action.

.62 CDL holders shall report all traffic convictions, including those on personal time, to their exempt supervisor within 30 days, in accordance with 49 CFR 383.31. A copy of the citation(s) shall be emailed to the Safety Section of Human Resources.

.63 Employees shall be personally responsible for any traffic citation received while operating a vehicle or piece of equipment on behalf of the City of Tulsa and shall immediately notify their exempt supervisor. A copy of the citation(s) shall be emailed to the Safety Section of Human Resources.

.7 Collision Review Committee (CRC) - Policy and Procedure

.71 The CRC shall make an initial determination of fault/no-fault and improper action based upon a review of the Safety and Health Section's investigation reports, law enforcement investigation reports, and any departmental investigation reports. The Safety Program Manager or designee shall inform the employee of the CRC's decisions through their exempt supervisor within fourteen (14) calendar days of the CRC's decision.

.72 All collision recommendations and determinations affecting fault/no fault decisions shall be made with reference to defensive driving techniques, collision and incident prevention practices, and safe equipment operations.

.73 The Collision Review Committee shall consist of:

- Safety Program Manager (Chair) or designee
- Representatives from upper management (Section Manager or above),
- City of Tulsa Legal Department,
- AFSCME, and
- Safety and Health staff

.74 Employees shall have fourteen (14) calendar days to request, a reconsideration hearing by the Collision Review Board. The timely completion and electronic return of the Collision Review Decision form to the Safety and Health Section of Human Resources will trigger the reconsideration process.

.75 Upon receipt of any timely presented request for reconsideration, the Safety Program Manager or designee shall place such requests on the agenda of the next regular Collision Review Board meeting and shall notify

the employee of the date, time and location of the meeting. The CRB will not consider the reconsideration request unless the employee is present.

.8 Collision Review Board (CRB) - Policy and Procedure

- .81 The CRB shall review information pertaining to the reinstatement or suspension of an employee's City driving privileges, any special cases, and reconsiderations of CRC determinations requested by employees. Employees who are requesting a review of a CRC determination may invite supervisors, witnesses, union representatives, etc. to the CRB meeting to provide input and discussion.
- .82 The CRB will hold one regular meeting each month and such special meetings as may be necessary upon request of the CRB Chair. The Safety Program Manager of the City of Tulsa or designee shall chair the CRB.
- .83 The CRB shall consist of four (4) voting members:
- The Safety Program Manager or designee
  - City of Tulsa Legal department representative
  - Upper management representative (Section Manager or above)
  - AFSCME representative
- .84 Three (3) voting members shall constitute a quorum and a majority vote of any such quorum shall be decisive. In the case of a tie, the most senior level member of the Safety & Health staff not sitting on the regular voting board shall cast their vote to break the tie.
- .85 The CRB Chair or designee shall notify the employee in writing within fourteen (14) calendar days of the CRB's decision.
- .86 Failure of the employee to attend the CRB meeting will result in the CRC determination being upheld. If an employee is unable to attend the scheduled CRB meeting, due to extenuating circumstances, the employee must notify the CRB Chair and their supervisor in writing detailing why they are unable to attend the meeting. The CRB Chair will determine if the reconsideration will be placed on the next CRB agenda.
- .87 Any employee aggrieved by the final decision of the Collision Review Board, as affirmed or modified at a reconsideration hearing, shall have the right to appeal the CRB's decision through the grievance procedure set forth in the Personnel Policies and Procedures Manual or the employee's collective bargaining agreement.
- .88 The CRB shall administer and maintain the point system.
- .89 The purpose of the point system is to track the performance of employees entrusted with the operation of City vehicles and equipment and does not constitute any form of discipline.
- .810 The CRB will request in writing a disciplinary hearing for any employee, or

supervisor for an employee, who fails to properly report the:

- receipt of a citation while operating a vehicle or piece of equipment on behalf of the City of Tulsa
- submission of a blood and/or breath test under suspicion of DUI
- refusal of a blood and/or breath test under suspicion of DUI
- suspension, revocation, or expiration of the employee's state driver's license

.9 Driving Record Point System Definitions:

**At Fault Collision/Incident:** Includes the following categories: gross negligence, chargeable collision, preventable collision, preventable incident, and driving violations.

**Chargeable Collision:** The actions of the driver were the primary cause of the collision and were determined to be flagrant or excessive.

**Collision:** An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a driving mode.

**Incident:** An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a tasking mode.

**Gross Negligence:** Failure to exercise the care that a reasonably prudent person would exercise in like circumstances.

**Non-chargeable Collision:** The actions of the driver did not contribute to the collision.

**Non-chargeable Incident:** The actions of the operator did not contribute to the incident.

**Operating Violation:** Operation of a City vehicle or piece of equipment resulting in a citation being issued.

**Preventable Collision:** The actions of the driver contributed to the collision.

**Preventable Incident:** The actions of the operator contributed to the incident.

**Report of Damage:** The vehicle or piece of equipment was properly secured and not being operated when damage was sustained.

.10 Point Structure by Category

<b>Category</b>	<b>Points</b>
Gross Negligence	5
Chargeable Collision	4
Preventable Collision	1-3*
Non-Chargeable Collision	0

Preventable Incident	1-3*
Non-Chargeable Incident	0
Operating Violation	2
Report of Damage	0

\*Final point total will be based on standard guidance found in Appendix 2. Failure to report shall add one point to the total number of points awarded for a specific accident collision or incident. Collision points and incident points will be totaled independently.

.11 City of Tulsa Driver's License Suspension

.111 Suspension of a City of Tulsa driver's license shall occur when:

.1111 The City Physician determines the licensee has a condition that could impair the safe operation of a vehicle or equipment.

.1112 The licensee has operated City vehicles or equipment while impaired by alcohol (.04% or higher based on a breath test or blood alcohol test) or reasonable suspicion of controlled substance use per Personnel Policies and Procedures Manual Policy 950.

.1113 The licensee has demonstrated through an investigation they are no longer a safe and/or careful driver capable of being entrusted with operating City of Tulsa vehicles or pieces of equipment.

.1114 The licensee has accumulated:

- Ten (10) or more collision points in the current thirty-six (36) month period, or
- Ten (10) or more incident points in the current twenty-four (24) month period.

.1115 The licensee's state driver's license is flagged, suspended, revoked, or expired. In these cases, the licensee shall contact their exempt supervisor immediately upon returning to work. The exempt supervisor shall contact the Safety and Health Section of Human Resources without delay.

.1116 The employee is suspected of driving under the influence of drugs or alcohol by law enforcement and:

- submits to a blood and/or breath test, or
- refuses the blood and/or breath test.

.1117 The employee fails to immediately notify their exempt supervisor of any citations issued while operating a vehicle or piece of equipment owned, leased, or utilized by the City of Tulsa. A copy of the citation shall be forwarded to the Safety Section of Human Resources.

- .112 Departments shall not allow an employee who meets the criteria for a City of Tulsa License suspension, to drive vehicles or operate equipment on behalf of the City of Tulsa until the CRB can make a license suspension determination.
  - .113 The Collision Review Board shall make determinations on City of Tulsa license suspensions.
  - .114 A suspended City of Tulsa driver's license will remain suspended until the Collision Review Board is presented with sufficient information to reinstate the license.
  - .115 Any case involving drug or alcohol use in the loss of their state, or City driver's license shall include mandatory participation in the EAP (Employee Assistance Program) before reconsideration of license reinstatement by the CRB.
- .12 Department Administrative Review
- .121 Failure to properly report the revocation or suspension of an employee's state license shall result in a disciplinary hearing being held for the employee.
  - .122 A disciplinary hearing shall be held for employees whose job description requires a valid driver's license when their City or state-issued driver's license has been suspended, revoked, or has received an unacceptable modification for any period of time.
  - .123 Any action taken by the department will be provided in writing to the CRB.
- .13 Remedial Safety Training for Drivers/Operators
- Managers and supervisors shall observe operators' habits to determine unsafe practices. When remedial training is appropriate, the employee's supervisor and/or manager shall coordinate with the Safety and Health Section of Human Resources.
- .14 Collision/Incident Repeater Program
- .141 Any employee determined to be at fault in two (2) collisions or accumulating five (5) collision points within any three (3) year period shall be reviewed for placement in the Collision Repeater Program which shall be managed by departmental supervision. Any employee determined to be at fault in two (2) incidents or accumulating five (5) incident points within any two (2) year period shall be reviewed for placement in the Incident Repeater Program which shall be managed by departmental supervision.
  - .142 Collision/Incident repeater program employees shall meet with the division manager, exempt supervisor, and a representative from the Safety and Health Section of Human Resources to discuss and review the circumstances of their collisions or incidents and methods of ensuring the problems leading to those occurrences are identified and corrected.

.143 Documentation of the Collision/Incident Repeater Program by the department shall be maintained in each employee's departmental personnel file. Corrective steps to be considered by department management in reference to Collision Repeater programs may include but are not limited to:

- Medical Examination
- Defensive Driving Program Attendance
- Driver/Operator Assessment
- Driver/Operator Retraining and Testing

.144 Upon completion of the collision/incident repeater program requirements, the employee shall be scheduled to attend the next CRB meeting to discuss improvements made during the Collision Repeater Program.

.15 Departmental Corrective Actions

.151 Any employee determined to be at fault for a collision or incident shall be reviewed by the department for appropriate corrective action per Personnel Policies and Procedures Manual 411.

.152 Employees accumulating five (5) or more collision points in a three (3) year period or five (5) or more incident points within a two (2) year period shall be scheduled for a disciplinary hearing.

.153 Employees that receive three (3) or more additional points, within the same point classification (incident or collision) that qualified them for the repeater program, shall be scheduled for a second disciplinary hearing.

.154 The corrective action steps listed above shall not prevent the department from taking additional personnel actions determined to be necessary.

.16 Policy Standards

Nothing within this policy shall restrict or modify the policy provisions of Human Resources Policies and Procedures Manual Section 950 - Drug and Alcohol Testing Provisions.



## Appendix 1 - Collision and Incident Reporting Procedure

All collisions and incidents must be reported to the Collision Hotline per HR Personnel Policies and Procedures Section 961.

For life-threatening injuries, call 911 immediately prior to taking the steps below.

### Reporting Procedure

1. Contact the Collision Dispatch Hotline at **(918) 586-6999\***
2. Dispatch will Contact TPD, City Safety, and EMSA as needed
3. Notify your supervisor

# Driver Licensing, Collision, and Incident Policy - Appendix 2

## 961.9 Definitions & 961.10 Points Structure

Revised: October 23, 2024

COLLISIONS			
Code	<b>Collision:</b> An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a driving mode.	Points Charged	
CC	<b>Chargeable Collision:</b> The actions of the driver were the primary cause of the collision and were determined to be flagrant or excessive.	4 points	
PC-1 PC-2 PC-3	<b>Preventable Collision:</b> The actions of the driver contributed to the collision.	1 to 3 points	
NCC	<b>Non-chargeable Collision:</b> The actions of the driver did not contribute to the collision.	0 points	
PREVENTABLE COLLISION GUIDANCE			
Collisions in this category <b>Begin at 1 Driving Record Point</b> and increase based on the guidance below			
A	Vehicle towed, injuries sustained, ticketable offense?	Yes 1 pt	No 0 pt
B	Extenuating circumstances present (adverse road conditions, environmental factors, etc.)	Yes 0 pt	No 1 pt
INCIDENTS			
Code	<b>Incident:</b> An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a tasking mode.	Points Charged	
PI-1 PI-2 PI-3	<b>Preventable Incident:</b> The actions of the operator contributed to the incident.	1 to 3 points	
NPI	<b>Non-preventable incident:</b> The actions of the operator did not contribute to its occurrence.	0 points	
PREVENTABLE INCIDENT GUIDANCE			
Incidents in this category <b>Begin at 1 Incident Record Point</b> and increase based on the guidance below			
A	Extenuating circumstances present (shifting load, spotter error, etc.)	Yes 0 pt	No 1 pt
B	Failure to follow JHA/SOP or applicable sections of the Oklahoma Underground Facilities Damage Prevention Act	Yes 1 pt	No 0 pt
OTHER			
NEG	<b>Gross Negligence:</b> Failure to exercise the care that a reasonably prudent person would exercise in like circumstances.	5 points	
OPV	<b>Operating Violation:</b> Operation of City vehicles or equipment resulting in a citation being issued.	2 points	
+1	<b>Failure to Properly Report:</b> collision or incident	1 point	
ROD	<b>Report of Damage:</b> The vehicle or piece of equipment was properly secured and not being operated when damage was sustained.	0 points	