

Motor Vehicle Operations Policy

Purpose: To establish a Solid Waste Disposal Authority Motor Vehicle Policy pertaining to the requirements and responsibilities for operating a Solid Waste Disposal Authority vehicle or for the operation of a vehicle on behalf of the Solid Waste Disposal Authority.

Definition of a Solid Waste Disposal Authority Vehicle: Any vehicle that is owned, leased, rented, or loaned to the Solid Waste Disposal Authority. This includes equipment that does not require a driver's license but will be operated on a public street or right-of-way.

Driver's License Requirements:

1. Prospective and current employees, whose job duties include the operation of a Solid Waste Disposal Authority vehicle or driving on behalf of the Solid Waste Disposal Authority, must be in possession of a valid and current driver's license to include the appropriate class of commercial license for the vehicle being operated. Under no circumstances shall a Solid Waste Disposal Authority employee, whose license has been cancelled, revoked, suspended, or expired, operate a vehicle around or about a roadway.
2. During the hiring, promotion, or transfer of a current or prospective Solid Waste Disposal Authority employee, whose duties include the operation of a Solid Waste Disposal Authority vehicle or driving on behalf of the Solid Waste Disposal Authority, said employee shall produce a valid and current driver's license.
3. An employee, whose job duties include the operation of a Solid Waste Disposal Authority vehicle, or driving on behalf of the Solid Waste Disposal Authority, shall immediately, within 24 hours of returning to work, notify their manager or division director of any change in the status of the employee's license or the receipt of any citation for a moving violation in the operation of a motor vehicle whether the citation is on or off the job. Failure to immediately report a driver's license revocation, suspension, cancellation, or citation, as required by this paragraph, shall result in disciplinary action in adherence with Solid Waste Disposal Authority Rules and Regulations and paragraph 4 of this section.
4. An employee who fails to report a change in the status of their driver's license or the receipt of any citation for a moving violation shall be subject to one or more of the following:
 - letter of reprimand,
 - suspension without pay,
 - revocation of driving privileges and transfer/demotion to a job not requiring the ability to drive, or
 - termination of employment

Motor Vehicle Record (MVR) Requirements:

1. An applicant for a position with the Solid Waste Disposal Authority, whose job duties include driving a Solid Waste Disposal Authority vehicle or driving a vehicle on behalf of the Solid Waste Disposal Authority, will have their current MVR reviewed, prior to being employed, by the hiring authority or so delegated official. If the MVR has greater than eight points in a 24-month period listed for traffic violations or a conviction or pending charge for driving under the influence during that period, that applicant will be disqualified from consideration for the position in question.
2. A current employee whose job description includes the duty to operate a Solid Waste Disposal Authority vehicle or driving a vehicle on behalf of the Solid Waste Disposal Authority will have his/her MVR reviewed at a minimum of every three years. If a current employee has, at any time, an MVR that is found to be greater than eight points according to the points scale for the State of Alabama UTC offense codes, that employee shall be required to attend a defensive driving course at the employee's expense. The accumulation of points is for a 24-month period. The date of reference for points accumulation shall be the date of the conviction. The Risk Management Division shall be responsible for reviewing, around the anniversary date of the employee's initial hiring or promotion to a position necessitating the driving of a vehicle, the employee's MVR.
3. The employee who is identified as having an MVR greater than eight points will be given two weeks from the date of notification to present a certificate from a school of defensive driving to the appropriate division director, or the employee's driving privileges will be suspended until such certification is presented.
4. Any current employee arrested for driving under the influence of alcohol or drugs will be immediately prohibited from operating Solid Waste Disposal Authority vehicles or from driving on behalf of the Solid Waste Disposal Authority. If the person is found not guilty of driving under the influence of alcohol or drugs, driving privileges will immediately be returned. If the person is found guilty, driving privileges will be taken away for an additional period not to exceed one year starting with the initial date driving privileges were revoked. If greater than one year has elapsed between the date of arrest and conviction for DUI, the employee's driving privileges will be revoked for, at least, an additional 90 days from the date of conviction. It is the responsibility of the employee to report such an arrest or conviction to their manager or division director.

Seat Belt Use

1. Seat belt use is mandatory in all Solid Waste Disposal Authority vehicles or when driving any vehicle on behalf of the Solid Waste Disposal Authority. This applies to both the driver and all passengers in seating locations equipped with seat belts.

Procedures for Obtaining Certification to Operate Solid Waste Disposal Authority Vehicles

1. All new employees who may, as a part of their job duties, operate Solid Waste Disposal Authority vehicles or drive on behalf of the Solid Waste Disposal Authority or current employees being promoted or transferred into positions that may require operating Solid Waste Disposal Authority vehicles or driving on behalf of the Solid Waste Disposal Authority will have their driver's license and current MVR reviewed by the Human Resources Director. The purpose of this review is to ensure compliance with the Driver's License Requirements and Motor Vehicle Record (MVR) Requirements of this policy.

2. If an employee is in compliance with the Driver's License Requirements and MVR requirements, the Safety and Training Supervisor will certify the employee to operate Solid Waste Disposal Authority vehicles or drive on behalf of the Solid Waste Disposal Authority and brief the employee on the Solid Waste Disposal Authority Motor Vehicle Operations Policy.

MVR Evaluation Grid

	MVR indicates applicant has a current license and the appropriate endorsements for vehicle(s) he or she will be operating.	YES	Continue to step 2.
		NO	Do not consider for driving duty.
	MVR indicates moving violations and accidents with in the past three years.	YES	Continue to step 3.
		NO	Continue applicant evaluation procedures.
	MVR indicates one or more major moving violations or serious preventable accidents within the past three years.	YES	Do not consider for driving duty.
		NO	Continue to step 4.
4	MVR indicates a combination of more than three minor moving violations or minor preventable accidents during the past three years.	YES	Do not consider for driving duty.
		NO	Continue applicant evaluation procedures.

Responsibilities

1. Division Directors shall be responsible for:
 - Ensuring that employees are aware of the driver's license requirement and Motor Vehicle Record (MVR) requirement of this policy.
 - Ensuring that the proper procedures are followed for certifying employees to operate Solid Waste Disposal Authority vehicles.
 - Ensuring employees are aware of and comply with the seat belt usage requirement.

Accident Review Board

1. Effective with implementation date of this policy, there shall be created an Accident Review Committee. The purpose of this committee will be to review all motor vehicle accidents that involve Solid Waste Disposal Authority employees.
2. The Risk Manager will serve as the administrator of the Accident Review Committee. As administrator, the Risk Manager will be responsible for setting the agenda for the Committee, determining the meeting dates and times, and keeping minutes from the meeting. All decisions of the Committee will be forwarded by the Risk Manager to the affected department head for implementation.
3. All departments will submit accident reports/incident reports involving their employees to Risk Management for review. Risk Management shall conduct an initial investigation to determine whether the accident was CLEARLY NON-PREVENTABLE. Those accidents that are deemed CLEARLY NON-PREVENTABLE, after investigation by Risk Management, will not need to be reviewed by the Accident Review Committee. Risk Management will notify the division director of whether the accident is clearly non-preventable or whether the accident is being referred to the Accident Review Board.
4. The Committee will review will determine whether an accident was preventable or non-preventable and recommend disciplinary action for implementation by the employee's division director. The Committee will use the following criteria to make these decisions.
 - Number of previous preventable accidents while operating a Solid Waste Disposal Authority vehicle.
 - Severity of the loss
 - Contributing/mitigating circumstances to the accident
 - The egregious/wanton nature of the accident
 - Consideration of the preventability of the driver's actions; and
 - The employee's previous work record

Record Retention

1. The Human Resources Manager shall be responsible for retaining the following:
 - Employment Application
 - Employees MVR
 - Annual Certifications of Violations
 - Warnings and Corrective Actions

Documents containing personal information and will be stored in a secure location

Motor Vehicle Driver's Annual Certification of Violations and Accidents

I certify that the following is a true and complete list of accidents and traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the last 12 months.

Date	Offense/Accident	Location	Type of vehicle

Date
Driver Name
Driver Signature

Reviewed by