

COASTAL PROTECTION AND RESTORATION AUTHORITY

POLICY NO.: 19

EFFECTIVE DATE: SEPTEMBER 24, 2018
REVISION DATE(S): JULY 26, 2012; FEB. 14, 2017; JULY 14, 2017,
MARCH 5, 2018

IMPLEMENTATION DATE: APRIL 1, 2009

SUBJECT: DRIVER SAFETY PROGRAM

AUTHORIZATION: MICHAEL S. ELLISON, EXECUTIVE DIRECTOR

I. POLICY

This policy serves to apprise drivers of the operation requirements and prohibitions which must be satisfied while operating either a state owned vehicle, which is any vehicle owned, leased and/or rented by the state of Louisiana, or a personal vehicle operated on CPRA business. Compliance with this policy/program will assist CPRA in maintaining its vehicles, reducing the risk of injury to employees and the traveling public and minimizing the loss resulting from property damage claims.

II. AUTHORITY

The Office of Risk Management has developed for statewide implementation a comprehensive Loss Prevention Program as required by La. R.S.39:1543.A(3).

III. GOAL

The State of Louisiana, through the Office of Risk Management, has developed a self-insurance program for its vehicles. The Driver Safety Program is designed to increase safety awareness among operators of state vehicles, control use of vehicles, reduce the State's exposure and loss expenses, and achieve accountability for safe vehicle operation.

The State of Louisiana is committed to a continuing, aggressive program of driver safety at all levels of state government. Each agency owning/operating a vehicle is responsible for implementing a safe driver program.

IV. CPRA'S COMMITMENT AND PROGRAM COMPONENTS

CPRA hereby declares its commitment to fulfill its responsibility as an agency owning/operating vehicles to implement a Driver Safety Program in compliance with the loss prevention and safety guidelines established by the Office of Risk Management.

This policy provides for the identification, assessment, training and authorization of employees who operate vehicles for CPRA. It also provides for accident reporting, safety communication, and education for state employees whose job duties require use of vehicles as drivers or passengers.

This policy also identifies the roles and responsibilities of the individuals responsible for implementing and monitoring CPRA's Driver Safety Program.

V. APPLICABILITY

This policy applies to all drivers operating vehicles in the course and scope of CPRA business, whether in a personally owned vehicle or a vehicle owned, leased or rented by CPRA.

VI. ROLES AND RESPONSIBILITIES

EXECUTIVE DIRECTOR

- Requires and implements CPRA's Driver Safety Program
- Stresses the importance of driver safety to all employees
- Appoints a Safety Coordinator to oversee the Driver Safety Program

MANAGERS/SUPERVISORS

- Identifies and authorizes the employees required to operate vehicles in the course of their job duties and initiates the driver authorization process
- Allows only authorized drivers to operate a vehicle on CPRA business
- Provides time for each authorized employee to complete the ORM on-line Defensive Driving Course and refresher courses
- Ensures that all vehicle and safety policies and procedures are followed
- Ensures that all accidents and incidents are properly reported; reviews completed accident forms and routes forms to Safety Coordinator and/or Fleet Manager
- Assists in conducting accident investigations
- Recommends that an employee's authorization to operate a vehicle be withdrawn for negligence, reckless operation, safety violations, citations or due to medical reasons
- Recommends to the Executive Director that disciplinary action be imposed for violations of this policy

SAFETY COORDINATOR

- Responsible for planning, organizing and monitoring CPRA's Driver Safety Program
- Ensures policies and procedures are established and implemented
- Serves as the agency liaison with the Office of Risk Management (ORM) regarding policy, records, forms, training, accidents and claims
- Verifies with Human Resources that Online Defensive Driving Training and refresher courses are taken and documented; (Initial course must be taken within 30 days of hire)

- Ensures that accidents are reported, investigated and properly documented

FLEET MANAGER OR DESIGNEE

- Assists with the planning, organizing and monitoring CPRA's Driver Safety Program
- Obtains Official Driving Records (ODRs), at least every twelve (12) months, reviews them no later than forty-five (45) days of receipt, and ensures employees meet all program requirements to be authorized to drive
- Ensures the Authorization/History forms (DA 2054) are annually signed by the employee and Executive Director or designee
- Notifies the appropriate supervisors which employees have been authorized to drive or not authorized to drive
- Maintains a list of employees who have been authorized to drive and employees not authorized to drive
- Ensures that all vehicles provided to employees are safe and functional
- Assists in ensuring that accidents are reported, investigated and properly documented

VII. WHO MAY OPERATE VEHICLES FOR CPRA

Only authorized employees may operate a vehicle on CPRA business.

High risk drivers are not authorized to operate CPRA owned, leased or rented vehicles or personal vehicles on CPRA business.

VIII. AUTHORIZATION REQUIREMENTS

During orientation, all new employees are required to complete a Driver Authorization Form (DA 2054) which serves to permit CPRA's Fleet Manager or designee to secure a copy of the employee's Official Driving Record (ODR) from the Office of Motor Vehicles. Such records will be obtained at the time of hire and on an annual basis to ensure all requirements are met before an employee will be authorized to drive a vehicle on CPRA business.

Employees also are required to provide Human Resources a copy of their Louisiana driver's license. Employees possessing an out-of-state driver's license at the time of hire are required to complete an authorization allowing motor vehicle officials in their home state of residency to provide such information. Such employees also will be required to obtain a Louisiana driver's license **within 30 days** of establishing a domicile in Louisiana.

Employees must have an authorized identified need to operate a vehicle as part of their job duties and have on file a completed Vehicle Authorization/Operator History form (DA 2054).

A review of the employee's vehicle operating and motor vehicle driving records for the past twelve (12) month period must be made by the Fleet Manager or designee to ensure that the employee is not a high risk driver. The employee must sign an acknowledgment form during new-hire orientation documenting that he or she has read the CPRA Driver Safety Program policy and verifying his/her responsibilities as an authorized driver.

Within 45 days of obtaining the ODR, the Executive Director or his designee shall review the ODR and sign and date the Authorization and Driving History Form (DA 2054).

The authorization process shall include:

1. An annual review of the employee's motor vehicle driving record (ODR).
2. Only individuals possessing a current and proper class driver's license shall be authorized to drive a motor vehicle on CPRA business.
3. Verifying (via the DA 2054) that the employee can provide proof of liability insurance if he/she will use a personal vehicle to conduct CPRA business.
4. Verifying the completion and passing of an ORM recognized defensive driving course within 30 days of hire and a minimum of every three (3) years thereafter.
5. Developing and maintaining a list of employees authorized to drive and employees NOT authorized to drive. Any person determined during the year to be a high risk driver shall be removed from the authorized list or added to the unauthorized list.
6. Determining when driving authorization shall be taken away from an employee because of moving violations, revocation of license, unsafe driving practices, lack of insurance for a personal vehicle, or for medical reasons.

IX. AUTHORIZATION RENEWAL REQUIREMENTS

A review of authorized drivers' vehicle operations and driving records must be conducted annually. If the driver's status has changed to that of a high risk driver, renewal of authorization to operate a vehicle shall be denied.

Authorized drivers must retake and satisfactorily complete an ORM recognized defensive driving course every three years.

NOTE: Drivers who have convictions for a reportable event as defined in Section XII on their motor vehicle records shall be required to retake a recognized driving course within ninety (90) days of notification of a conviction. Retaking the driving course does not supersede the three year requirement. Proof of retaking the driving course shall be submitted to the Fleet Manager or designee.

X. GENERAL REQUIREMENTS

- 1) CPRA owned, leased or rented vehicles are to be operated only on official business. Use of such vehicles for personal reasons is strictly prohibited.
- 2) Only individuals on official CPRA business are permitted to operate or ride in CPRA owned, leased or rented vehicles or personal vehicles being operated on CPRA business.
- 3) Drivers operating a vehicle on CPRA business must possess a valid, properly classed driver's license.
- 4) Personal vehicles operated on CPRA business must satisfy Louisiana's compulsory liability insurance requirements.

- 5) Seatbelts must be worn at all times. Drivers are responsible for ensuring that all passengers comply with the state's seatbelt law.
- 6) CPRA strictly prohibits the use, possession or presence of alcohol, controlled dangerous drugs or other prohibited substances within a CPRA owned, leased or rented vehicle.
- 7) CPRA strictly prohibits the operation of a CPRA owned, leased or rented vehicle or personal vehicle driven on CPRA business by any employee who has used or has within his/her system alcohol, a controlled dangerous drug or any other substance, regardless of quantity, which causes drowsiness or impairs the employee's ability to safely operate a vehicle.
- 8) In compliance with the Office of Risk Management's Driver Safety Program, unless the vehicle is lawfully parked, use of a wireless telecommunications device while operating a CPRA owned, leased or rented vehicle or personal vehicle driven on CPRA business is strictly prohibited. This includes writing, sending or reading a text-based message or e-mail; reading or posting to social media; taking photographs or video recordings; and engaging in a call (on both hand-held and hands-free devices).

Exceptions: Reporting traffic accidents, illegal activity, summoning medical/emergency help, preventing injury to a person or property and reporting serious road hazards.

NOTE: Texting and e-mailing while driving can be charged by law enforcement as a moving violation. Any such violation is reportable under Section XII of this policy.

- 9) State Vehicle Logsheets are located in the vehicle tin and when using a state vehicle, the driver of the vehicle must **legibly print** the following information on the log:
 - Beginning mileage
 - Ending mileage
 - Trip total
 - All points traveled (beginning, each stop and ending destination)
 - Purpose of the trip
 - Fuel costs/gallons purchased
- 10) Smoking is strictly prohibited within CPRA owned, leased or rented vehicles by both drivers and passengers.
- 11) CPRA vehicles must be maintained in compliance with law (lights, mirrors, horns, etc.) and display a current safety inspection sticker and license plate.
- 12) Employees are not to use state-owned vehicles within their official domiciles to obtain meals unless the meal-time is used for an official business meeting. Employees traveling to a parish beyond their official domicile may use a state-owned vehicle for meal purposes.
- 13) CPRA vehicle operations must be in compliance with applicable state and local traffic laws and ordinances.

- 14) Drivers are personally responsible for traffic and parking ticket fines, except those due to the condition of a CPRA vehicle (such as an expired inspection sticker).
- 15) CPRA vehicles are to remain locked and parked in the designated area within the CPRA Employee Parking lot when not in use.
- 16) Drivers are responsible for removing all trash and personal belongings from CPRA vehicles after use. Vehicles shall remain clean and be washed on a regular basis.
- 17) Drivers are responsible for maintaining at least a quarter tank of gas in CPRA vehicles at all times. Vehicles are not to be turned in after use with less than one-half tank of gas.
- 18) CPRA vehicle keys and credit cards are to be returned immediately after use to the fleet manager or designee.
- 19) Maintenance problems or concerns regarding CPRA vehicles are to be documented and reported immediately to the fleet manager or designee. In the event of a vehicle breakdown or required emergency repairs, the fleet manager or designee is to immediately be contacted for guidance.
- 20) CPRA vehicles shall timely undergo scheduled and regular maintenance (oil, fluid, inspections, tire checks, etc.) as recommended by the manufacturer.
- 21) CPRA vehicles are for business travel. If unavailable, the next preferred option is a rental vehicle. Prior supervisory approval is required for an employee to use a personal vehicle to conduct CPRA business beyond his official domicile. In accordance with Division of Administration guidelines, reimbursement for use of a personal vehicle is limited to 99 miles.
- 22) Non-state employees scheduled to ride as a passenger in a CPRA owned, leased or rented vehicle are required to complete the Hold Harmless Agreement required by the Office of Risk Management. These forms are to be turned in to the fleet manager or designee prior to the non-state employee riding as a passenger or immediately upon return if the form cannot be signed prior to departure.
- 23) On a monthly basis, the Fleet Manager or designee is required to inspect and complete a Vehicle Checklist on each CPRA owned vehicle.
- 24) Student employees are prohibited from driving a personal vehicle to conduct CPRA business.

XI. VEHICLE OPERATION MONITORING

Certain CPRA vehicles are equipped with a Global Positioning System (GPS) which monitors vehicle operations including, but not limited to speed, location, idle times and routes. Monitoring such usage permits CPRA to identify means by which to reduce fuel costs, increase driver safety, improve utilization efficiencies, and identify vehicle misuse. Because vehicle usage is monitored, drivers have no expectation of privacy while operating or riding as a passenger in a CPRA vehicle.

To effectively monitor vehicle operations, the CPRA Fleet Manager, or designee, is required, on a monthly basis, to access, evaluate and maintain records of certain reports from the GPS Insight system for CPRA vehicles. Required review includes the monitoring of idle times, speeding, hours and locations of vehicle operation and proper functioning of the GPS system.

When GPS monitoring reveals that an employee may have engaged in conduct violative of this policy or acceptable business practices, the Fleet Manager shall so advise the Division Chief and Chief Financial Officer who shall evaluate all relevant information, including input from the employee. In determining whether corrective action is warranted, consideration shall be given to the nature, severity and frequency of the violation(s). Disciplinary action, as authorized by the Civil Service Rules, shall be the recommended course of action for the following:

- 1) Reporting work hours on time statements that are inconsistent with GPS data;
- 2) Reporting work activities on work logs/reports that are inconsistent with GPS data;
- 3) Excessive speeding;
- 4) Use of a CPRA vehicle for personal reasons; and
- 5) Use of a CPRA vehicle beyond the geographical limits reasonably required to perform assigned job duties.

NOTE: Although CPRA generally subscribes to a philosophy of progressive discipline, employees are hereby informed that a "zero tolerance" approach will be taken and termination will be the recommended penalty for any identified attempt to remove, disable or otherwise tamper with a GPS device installed on a CPRA vehicle. Additionally, progressive discipline may not be appropriate for egregious offenses such as, but not limited to, traveling at an excessive high speed.

XII. REPORTABLE EVENTS

Employees shall report any accident involving a state vehicle or on-duty accident while operating a personal vehicle. Specifically, when an accident occurs in a vehicle owned, leased or rented by CPRA or while operating a personal vehicle on CPRA business, it shall be reported to the Safety Coordinator or Chief Financial Officer immediately, and in no event later than the next business day. Reporting is required regardless of fault, injury or damage.

In addition, the following are considered reportable events that shall be reported to the Safety Coordinator or Chief Financial Officer immediately, and in no event later than the next business day:

- 1) Receipt of a citation or arrest for any moving violation whether on CPRA business or on personal time.
- 2) Notification that the employee's driver's license is restricted, suspended, revoked or under threat of same for any reason, including but not limited to failure to meet insurance requirements, failure to pay traffic tickets and/or failure to pay court ordered child or spousal support.
- 3) Diagnosis of any physical, mental or other medical condition which impairs the employee's ability to safely operate a vehicle or which could result in suspension of driving privileges for any period of time (i.e. seizure disorder, sight impairment, immobility). The Safety Coordinator or Chief Financial Officer shall report this

information to the Human Resources Division. This information will be handled with appropriate concern for confidentiality and in compliance with prevailing law.

- 4) Use of medications which cause drowsiness or impair the employee's ability to safely operate a motor vehicle. The Safety Coordinator or Chief Financial Officer shall report this information to the Human Resources Division. This information will be handled with appropriate concern for confidentiality and in compliance with prevailing law.

NOTE: Any employee arrested and/or convicted for driving while intoxicated or driving under the influence of any substance, whether on or off duty, must report the arrest/conviction to the Safety Coordinator or Chief Financial Officer no later than the next business day.

A. Accidents

A vehicular accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal that results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred, or who was responsible. Failure of an authorized driver to report a vehicular accident may be cause for suspension of Driver Authorization.

- 1) All accidents occurring in a CPRA vehicle or personal vehicle while on CPRA business, regardless of the time of day, must be immediately reported to law enforcement, the employee's immediate supervisor, the Safety Coordinator and/or Chief Financial Officer by the driver of the state vehicle. The driver of the vehicle must complete the LA State Driver's Accident Report Form (DA 2041). If the driver is not able to complete the LA State Driver's Accident Report Form (DA 2041), then the driver's supervisor will complete the report to the best of his/her ability for the employee. The supervisor may enter identifying information and attach the police report. The DA 2041 shall be completed within **48 hours** after any vehicle accident while on state business and forwarded to the Claims Unit by the Safety Coordinator. The DA 2041 form can be downloaded from: <http://www.doa.la.gov/orm/formsCR.htm> or contact the Safety Coordinator or Fleet Manager.
- 2) The supervisor of the authorized driver involved in an accident shall review the DA 2041 within two working days of the accident for completeness of information. Incomplete reports shall be returned for completion or corrected information. The supervisor may assist the individual in completing the report.
- 3) A copy of the Uniform Motor Vehicle Traffic Accident Report (police report) shall accompany the DA 2041 or should be sent to the Claims Unit as soon as it is received by the Agency. Do NOT delay submission of the DA 2041 waiting on the police report.

- 4) The Executive Director, or his designee, will review the Accident Report Form (DA 2041), the Uniform Motor Vehicle Traffic Accident Report (police report – if one was completed), and the Authorization and Driving History Form (DA 2054).
- 5) The supervisor and Safety Coordinator may make recommendations for corrective action(s) necessary for accidents thought to be preventable. The corrective action(s) may include: temporary suspension of driving privileges, disciplinary action, special training, physical examination, etc.

NOTE: If the accident involves a workers' compensation claim, it must be reported to Human Resources and the Third Party Administrator (TPA). A completed DA2000 form is no longer required for automobile accidents.

XIII. POST-ACCIDENT DRUG TESTING

For detailed information refer to CPRA Policy Number 44, Post-Accident Drug Testing.

XIV. HIGH-RISK DRIVERS

Employees who drive on official CPRA business must maintain safe driving records. High risk drivers are prohibited from driving a vehicle on state business from the date of discovery for a minimum of twelve (12) months.

- 1) High Risk Drivers are:
 - a) Individuals having a single conviction, guilty plea or plea of *nolo contendere* for operating a vehicle while intoxicated or under the influence of any substance, hit and run driving, vehicular homicide, negligent homicide or reckless driving within the twelve month period immediately preceding the application for employment, check of driving record or latest conviction or plea;
 - b) Individuals who have three or more convictions, guilty pleas or pleas of *nolo contendere* for moving violations within any twelve month period. The twelve-month period is the twelve months immediately preceding the latest occurrence; and
 - c) Individuals determined by the Executive Director, Deputy Executive Director or the Chief Financial Officer to be high risk drivers based upon information available from the employee, witnesses, records, reports and/or law enforcement officials following a reportable event as described above.

XV. AUTOMATIC DISQUALIFICATION FROM DRIVING

If an event automatically disqualifies an employee from driving (i.e. suspension or revocation of driver's license), the Executive Director, Deputy Executive Director or the Chief Financial Officer shall immediately terminate the employee's driving privileges until the reason for the disqualification is rectified.

XVI. VIOLATION OF POLICY/PROGRAM

Since the primary purpose of this policy/program is to enhance employee and public safety, all failures to comply with the requirements of this policy/program will be viewed as a serious safety violation. As such, any employee failing to comply with this policy/program will be subject to disciplinary action, including the possibility of termination.

XVII. LOSS OF DRIVING PRIVILEGES

Any employee who is unable to perform the routine job functions of his/her position due to the temporary or permanent loss of driving privileges may be removed from the classified service. Where possible, and in furtherance of the overall interests of CPRA, job restructuring or employee reassignment to a position which does not require driving may be available.

XVIII. SAFETY AUDITS AND RECORD KEEPING

Driver Safety Program records shall be maintained by CPRA for review until at least the next audit or compliance review.

Specifically:

- ODR's, High-Risk driver documentation (e.g. re-training records, letters), vehicle inspection forms, preventive maintenance records – maintain for 3 years
- Driver training (initial, refresher) documentation – maintain for 3 years
- DA2054 forms – maintain indefinitely or until form information is updated

CPRA shall maintain a list of employees who have been authorized to drive and employees not authorized to drive.

XIX. EXCEPTIONS

Exceptions within the law to this policy may be approved by the Executive Director if determined to be in the best interest of CPRA.

XX. QUESTIONS

Questions concerning this policy should be addressed to the Human Resources Division or the Safety Coordinator.



MICHAEL S. ELLISON, EXECUTIVE DIRECTOR

9/21/18

DATE