1.0   PURPOSE

The purpose of the Safe Driver Program is to promote a vigorous traffic crash prevention program within the Department of Public Safety through recognition of safe driver performance. Operating a vehicle on a daily basis without experiencing crashes/collisions is a feat that certainly deserves recognition as motor vehicle crashes/collisions account for a large percentage of on-the-job disabling injuries and fatalities.

2.0   POLICY

It is the policy of the Department of Public Safety to recognize and reward commissioned officers for their safe and crash-free operation of department vehicles.

3.0   APPLICABILITY

This policy applies to all commissioned officers of the Department of Public Safety.

4.0   REFERENCES

NONE

5.0   DEFINITIONS

A. **Non-chargeable Fleet Crash –** Pursuant to DPS Policy ADM: 18 Fleet Crashes, any crash reviewed/assessed by the Fleet Safety Committee and classified as an "A." Drivers of crashes in this classification have been administratively cleared of any negligence that may have contributed to the crash.

Clarification added

B. **Year –** For the purposes of this policy, a year of good standing begins the day the officer is issued their first unit and continues until a chargeable fleet crash occurs. If a chargeable fleet crash occurs, the year begins again the first day after the chargeable fleet crash.

6.0   PROCEDURE

A. **General Guidelines**

1. The Safe Driver Award Program is designed to recognize and reward Department of Public Safety commissioned officers for their safe, crash free driving of department motor vehicles. Safe driving awards are available to all eligible commissioned officers based on the total number of consecutive years of crash-free driving. For the purpose of this program, non-chargeable crashes will not count against commissioned officers.

2. Commissioned officers must have no chargeable crashes and must routinely drive a department vehicle, as their primary mode of transportation while on-duty, during the year(s) for which a driving award is requested.

3. In the event that an award is requested for any year(s) in which an crash occurred, the Fleet Safety Committee must review/assess the crash in accordance with DPS Policy ADM: 18 Fleet Crashes, before eligibility for a driving award may be determined.

B. Nomination Process

1. Any supervisor may nominate a commissioned officer for a Safe Driving Award. Supervisors must review eligibility guidelines and, if appropriate, submit a completed Safe Driver Nomination form. All nominations must conform to the following criteria.

    a. Nominations shall be submitted on a prescribed form and sent to the Special Operations Bureau.

    b. All nominations must arrive no later than close of business on December 31st of the calendar year. Any nomination received after the deadline will not be considered until the following year.

    c. Nominees must be for commissioned officers whose primary function or job requires the routine operation of a department motor vehicle.

    d. Any nominee who has a chargeable crash within the last five (5) years is ineligible for the Safe Driver Award.

    e. Nominees must have been employed by the Department of Public Safety for the entire award period for which they were nominated.

    f. Nominees must be in good standing with the Department at the time of their nomination. Any substantial time spent by the nominee in a duty status other than regular duty status, e.g., administrative leave, suspension, duty injury, limited duty, etc. where the employee was not routinely driving a departmental vehicle, must be subtracted from the total time for which they were nominated.

2. It is the responsibility of the Special Operations Bureau to screen every nomination submitted and determine the eligibility of all drivers nominated for Safe Driving Awards.

3. Employees who are nominated for driving awards, but who have been determined ineligible by the Special Operations Bureau, may request a second review in writing. The Special Operations Bureau will re-evaluate the employee's driving record and notify the employee of its determination. The decision of the Special Operations Bureau is final.

C. Types of Awards

There will be five (5) types of awards available in the Safe Driver Awards Program. Drivers may receive a Safe Driving Award every five (5) years, e.g., 5, 10, 15, 20, and 25.

Clarification Added

1. Five (5) Year Safe Driver Award – Employees who have completed five (5) or more consecutive years of driving with no chargeable crashes/collisions. Employees earning this award will receive a Safe Driver pin.

2. Ten (10) Year Safe Driver Award – Employees who have completed ten (10) or more consecutive years of driving with no chargeable crashes/collisions. Employees earning this award will receive a Safe Driver pin and will be granted four (4) hours of Administrative Leave.

3. Fifteen (15) Year Safe Driver Award – Employees who have completed fifteen (15) or more consecutive years of driving with no chargeable crashes/collisions. Employees earning this award will receive a Safe Driver pin and will be granted eight (8) hours of Administrative Leave.

4. Twenty (20) Year Safe Driver Award – Employees who have completed twenty (20) or more consecutive years of driving with no chargeable crashes/collisions. Employees earning this award will receive a Safe Driver pin and will be granted sixteen (16) hours of Administrative Leave.

5. Twenty-five (25) Year Safe Driver Award – Employees who have completed twenty-five (25) or more consecutive years of driving with no chargeable crashes/collisions. Employees earning this award will receive a Safe Driver pin and will be granted twenty-four (24) hours of Administrative Leave.

7.0 ATTACHMENTS

A. Safe Driver Nomination Form

8.0 APPROVAL

APPROVED BY: s/Gorden E. Eden Jr.   DATE: 03/07/2013
                 DPS Cabinet Secretary