

## SAFE DRIVING AWARDS

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### SUMMARY

This procedure describes how to participate in the Safe Driving Awards Program, who is eligible, what enrollment form is required, and the type of awards available. Employees in participating departments who spend more than fifty percent (50%) of their work time driving County vehicles are eligible to receive Safe Driving Awards.

### PROCEDURE

1. Department Director approves the department's participation in the program, or the department participates by collective bargaining agreement.
2. When an employee is hired or is promoted into a position that is qualified for the program, the Department Personnel Representative (DPR) should complete a Safe Driver Enrollment Record/Status Eligibility Change form.
3. DPR completes the enrollment form and sends it to the Internal Services Department/Risk Management Division, Office of Safety.
4. DPR must report any change in employee's duty assignment, driving status, or employment status, i.e., separation, promotion, etc., on an enrollment form and send it to the Office of Safety.
5. The Office of Safety will review all vehicular accidents of employees enrolled in the program and make the final determination regarding preventability. Following this procedure, the Office of Safety sends all participating departments a list of all persons enrolled and their current eligibility for awards for that year's quarter. DPR reviews the list, makes any necessary changes, verifies and signs the list, and returns it to the Office of Safety within ten (10) working days of receipt.
6. After receiving the approved list from the department, the Office of Safety will make any necessary changes to the Program and forward to DPR the pins and cards for employees representing the number of years each employee has completed in the program without a preventable accident. Department conducts its own internal procedures regarding pin/card distribution to its employees.
7. The Office of Safety will close the quarter and send to the Human Resources Department (HR) a verified list of employees who are eligible for monetary awards from each department. A courtesy copy is also sent to DPRs, indicating that HR was notified.
8. Employees registered in the Safe Driving Program who are in years one (1) through and including year four (4) receive no monetary reward. They will, however, receive a pin and

card for each year completed without a preventable accident. Unless post-enrolled, as of the fifth (5<sup>th</sup>) consecutive year, employees will continue to receive the proper pins and cards and are eligible for a monetary reward of five (\$5.00) dollars per year for years one (1) through five (5), and \$5.00 more for each year completed after that. For example, provided that John Doe has no preventable accidents, on the 5<sup>th</sup> year, he will receive \$25.00, and \$30.00 on the 6<sup>th</sup> year, etc. Duplicate pins will not be provided to those who are restarted in the program after a preventable crash.

9. In the event a program participant has a preventable accident, the safe driving years revert to zero and re-commence to accumulate as of the first day after the preventable accident occurred.
10. Department Directors wanting to “back” enroll employees in the Safe Driving Program must send written notice explaining the back enrollment to Internal Services Department (ISD) and the Office of Safety. This exception must be approved by HR and a copy sent to the Office of Safety.
11. If an employee enrolled in the Safe Driving Award program transfers to another department where the employee is entitled to be enrolled, the new department is responsible for notifying the Office of Safety of the transfer to the new department, and that they shift to the date the new department’s notification has been received. Employees who transfer into a position that is ineligible for participation will be placed in inactive status.

**CONTACT(S):**

**Department/Division**

Internal Services Department/Risk Management Division, Office of Safety

Finance Department/Accounts Payable Unit

Human Resources Department/Payroll Unit