

Subject: DRIVING REVIEW BOARD

Date: November 12, 2003

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Replaces Policy Date: N/A

- I. **STATEMENT OF POLICY:** The Board of Supervisors is strongly committed to programs which promote safety in the workplace consistent with the application of good risk management practices and in compliance with Federal Regulations and State laws governing motor vehicles, property damages and workers compensation.
- II. **PURPOSE:** The purpose of this policy and procedure is to reduce equipment accidents and abuse through the systematic review of driver qualifications, mechanized equipment accidents and on the job injuries to determine the cause and identify ways which the accident could be avoided.
- III. **OBJECTIVE OF DRIVING REVIEW BOARD:** To reduce mechanized equipment accidents and abuse by determining the cause of the accident and where the responsibility for prevention lies and by recommending corrective measures, additional training and/or modification of equipment to the appropriate department head.
- IV. **DEFINITIONS:**
 - A. **Accident Review Board** C An Accident Review Board maintained by the Sheriffs Department, solely to investigate and recommend disciplinary actions of their employees involved in vehicle accidents.
 - B. **Board Member Eligibility** C The appointed employee must be in a regular status position at a supervisory level with a minimum of one year employment with Pinal County.
 - C. **Bodily Injury** C Bodily injury is injury to any citizen or employee which requires treatment by a medical doctor.
 - D. **Driving Review Board** C A board established to review, investigate and recommend disciplinary actions of County employees involved in vehicle accidents; review employees= driver license on the unacceptable listing and make recommendations.
 - E. **Equipment Abuse** C Equipment abuse is damage done to any mechanized equipment which is caused by deliberate or negligent actions involving operation or placement of such mechanized equipment.
 - F. **Equipment Accidents** C An equipment accident is any unplanned occurrence involving a County vehicle or mechanized equipment in which damage is done to the mechanized equipment or vehicle, private or public property, or involving injury to any property or persons involved.
 - G. **Property Damage** C Property damage is any tangible damage to property or equipment.
 - H. **Year of Record** C The year of record is defined as the period of 12 months from the date of most recent accident and automatically applies to every at fault accident, unless otherwise indicated.
- V. **DRIVING REVIEW BOARD STRUCTURE:** The board shall consist of five voting members. The first three members will have permanent status.
 - A. Deputy County Manager, Chairperson, voting member
 - B. Human Resources Director, voting member
 - C. A person selected by the Executive Director of the Arizona Counties Insurance Pool (ACIP) having education, training or experience in accident investigations, voting member.
 - D. One voting member appointed by Risk Management on a case by case basis as their expertise is needed and may be selected from any department within the County.
 - E. One voting member that is a supervisor of the same department that employs the individual whose accident is under review. Representatives will be selected by the elected official or appointing authority of the respective department.
 - F. Risk Manager, advisor and clerk, non-voting member.

- VI. **BOARD DUTIES:** The Driving Review Board is empowered to:
- A. Review all vehicle and equipment accidents, as referred by the Risk Manager.
 - B. Conduct such investigations and interview sufficient witnesses as may be necessary to make a determination of fault.
 - C. Conduct a review of all County employees whose driving record has been designated as Aunsatisfactory@ or whose license has been Arestricted@ and make recommendations as to appropriate disciplinary actions and/or revocation of driving privileges.
 - D. Make recommendations of procedural changes, corrective measures, disciplinary actions or equipment modifications to minimize a repeat of similar accidents.
- VII. **BOARD REQUIREMENTS:**
- A. The director/supervisor must make themselves, and the employee involved in the accident under review, available to offer direct testimony before the Driving Review Board upon the board-s request.
 - B. The department director/supervisor must notify the employee of the Driving Review Board meeting and the review of his/her case.
 - C. The elected official/department_director shall be responsible for reviewing with employee, the Board's recommendation for corrective measures.
- VIII. **APPEALS:**
- A. The employee may appeal the disciplinary action under the provisions of the applicable County Policies, Procedures and Merit Rules if they are covered under those rules.
 - B. If the Appointing Authority does not agree with the disciplinary action recommended by the Board, he/she must obtain the approval of the County Manager to impose an alternative action. If an Elected Official desires to impose an alternative action other than that recommended, he/she must notify the County Manager of their intent.
- IX. **POLICY EXCEPTION:** This policy does not apply to the Pinal County Sheriff Department employees. The Pinal County Sheriffs Department shall maintain a separate Accident Review Board which will review vehicle accidents of employees within their department. A copy of the investigation and disciplinary recommendations of the Sheriffs Accident Review Board shall be forwarded to the Driving Review Board established by this policy through Risk Management. If the Driving Review Board disagrees with the recommended disciplinary action of the Sheriffs Accident Review Board, the County Manager shall be notified.