

SAFE DRIVER RECOGNITION PROGRAM

1.0 PURPOSE

To encourage employees to operate city vehicles in a safe manner and to recognize those drivers that contribute positively to the City of Wilson's Safety Program.

2.0 SCOPE

This program applies to all departments within the City of Wilson.

3.0 DEFINITIONS

- 3.1 Non-Preventable. The accident could not have been prevented by the employee.
- 3.2 Preventable with Mitigating Factors. An accident found preventable but with mitigating factors as determined by the Board.
- 3.3 Preventable. Evidence indicates accident was preventable by the employee.
- 3.4 Gross Negligence. Evidence indicates gross violation(s) of state law(s), carelessness, poor attitude by employee, etc., resulting in an accident.
- 3.5 Eligibility Year. Calendar year, January 1 through December 31.

4.0 PROCEDURES

- 4.1 Under the City's Vehicle Accident Review Board policy, accidents are assigned to one of the following classifications:

	<u>TYPE</u>
Non-Preventable	A
Preventable with Mitigating Circumstances	B
Preventable	C
Gross Negligence	D

- 4.2 To be eligible for an award an employee must drive a city vehicle a minimum of 5,000 miles per year without having a type B, C, or D accident as listed above. In case of the Fire Department, an employee who drives a City emergency vehicle a minimum 35 emergency runs per year without having a type B, C, or D accident will be eligible for an award. It will be the responsibility of the first-line supervisor and the department head to certify the miles traveled by each employee.
- 4.3 The following schedule will be applied to those employees who are eligible for awards as described in this procedure.
 - 4.3.1 One year driving City vehicles without a Type B, C, or D accident will earn the employee a Safe Driving Certificate.

4.3.2 Each consecutive year in which the employee is not responsible for Type B, C, or D accident he/she will qualify of Safe Driving Certificate.

4.3.3 The City employee that maintains a safe driving record (without a Type B, C, or D accident) for five (5) consecutive years will receive a \$10.00 gift certificate. The awards thereafter will be as follows:

<u>Consecutive Years</u>	<u>Award</u>
10	\$ 20.00
15	\$ 40.00
20	\$ 80.00
25	\$150.00
Every 5 th Year Thereafter	\$250.00

4.3.4 In addition to the gift certificate award eligibility every fifth year, employees who receive this award will receive a significantly different certificate from the yearly one, to indicate the uniqueness of the award and the milestone it represents.

4.3.5 An employee involved in Type B, C, or D vehicle accident during the year will begin logging consecutive safe driving years with the beginning of the next calendar year.

4.3.6 The Safety & Health Office shall be responsible for providing the yearly safe driving certificates. The operating departments shall be responsible for the maintaining accurate driving records, providing the monetary gift certificates and for reporting employees eligible for awards each year to the Management Services Office. The operating departments will also be responsible for providing the significantly different certificates as described in 4.3.2.