

STANDARDS AND GUIDELINES

Section: **Workplace Practices**
Standard: **AUTHORITY VEHICLE SAFETY PRACTICES**
Section #: D-19
Effective: February 2024

See Also: [California Driver Handbook](#) (online link)
[MVR Release and Driver Authorization Request Form](#) (online link)
[Accident Report Form](#) (ECMS link)

GENERAL STANDARD

The Authority seeks to ensure the safe and proper operation of Authority Vehicles. As such, individual Authorized Drivers shall operate Authority Vehicles in a safe, responsible, and courteous manner.

Only Authorized Drivers and mechanics shall operate Authority Vehicles. Employees, contractors, and all other persons not authorized in writing to drive an Authority Vehicle are strictly prohibited from operating an Authority Vehicle. An Authorized Driver's failure to adhere to these Standards and Guidelines Section D-19 Authority Vehicle Safety Practices may result in the suspension or revocation of driving privileges, including corrective action up to and including termination.

When driving on the AOA of the Airport, the policies, procedures, and training outlined in the Airside Operations Driver Training Program through the Access Control Office take precedence over these Vehicle Safety Practices.

FAA Driver Info: AC: https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5210-20A.pdf

FAA driver additional resources: https://www.faa.gov/airports/runway_safety/airfield_drivers

Rules / Regs SDCRAA (Section 3.3): <https://www.san.org/Airport-Authority/Rules-Regulations>

The day-to-day administration of the Vehicle Safety Practices is managed by the HR Safety Team. The Fleet Safety Committee reviews accident reports and recommends corrective actions following an incident with an Authority vehicle.

I. DEFINITIONS:

Airport: San Diego International Airport (SDIA)

AOA: Airport Operating Area

Authority: The San Diego County Regional Airport Authority

Authority Business: An activity that benefits the Authority.

Authority Management: A Department Manager, Director, Vice President, or the President/CEO of the Authority.

Authority Vehicle: A DMV licensed vehicle that is owned, leased, or rented by the Authority.

Authorized Driver:

1. **An Employee of the Authority** who has a requirement to drive on Authority Business as part of their job description; or as mutually agreed upon by the employee and Authority Management, and who meets the Vehicle Safety Practice's requirements, including successful completion of the Authority's Authorized Driver Training Program; or
2. **A Non-Employee of the Authority**, including but not limited to an employee of a contractor, subcontractor, or consultant, authorized by Authority Management to drive in the course of conducting Authority Business and who meets the Vehicle Safety Practice's requirements, including successful completion of the Authority's Authorized Driver Training Program.

Authorized Driver Training Program: A training program administered by the Human Resources Safety Team. Enrollment is required within thirty (30) days of an individual's authorization to drive an Authority Vehicle.

Authorized Passenger: A passenger on a work assignment with an Authorized Driver. Authorized Passengers do not have to be pre-approved. An Authorized Passenger may include an individual providing contracted service or participating in Authority Business.

Corrective Action: Discipline mandated or implemented as a result of an Authority Vehicle Incident. Recommendations are provided by the Fleet Safety Committee to Authority Management. Any Corrective Action will be administered by Authority Management in consultation with the Human Resources Department.

Corrective Action Guidelines: Guidelines found in this Vehicle Safety Practice, which are used for identifying Corrective Actions by the Fleet Safety Committee in its review of Authority Vehicle Incidents involving an Authorized Driver.

Expanded Driver Training Program: Additional training required for an Authorized Driver when:

- A Corrective Action is recommended or implemented.
- An Authorized Driver is involved in an Authority Vehicle Incident.
- Or if an Authorized Driver is identified by the HR Safety Team as a high-risk driver. The Safety Team will identify high-risk drivers based on the Authorized Driver's Motor Vehicle Record and whether such record is deemed an Unacceptable Driving Record.

Fleet Safety Committee: A committee consisting of representatives from Authority Management, Airport Design and Construction Safety Team, the Human Resources Safety Team, Authority Fleet Supervisor, Facilities Management Department represented employee, Ground Transportation Department represented employee, Risk Management, and Aviation Security & Public Safety.

Motor Vehicle Record (“MVR”): Record containing driving history of licensed drivers.

MVR Release and Driver Authorization Request Form: Form used by the Authority to: (1) authorize an individual to operate Authority Vehicles while conducting Authority Business; and (2) receive individual’s authorization to obtain MVR information.

Negligent Driving – Failing to use the degree of care expected to avoid accidents. Drivers should avoid accidents by driving defensively, considering traffic, road, and weather conditions, being familiar with the road, understanding the type and conditions of their vehicles, knowing their level of driving skill, and maintaining control of their vehicles.

Reckless Driving: Driving a vehicle with willful or wanton disregard for the safety of people or property.

Unacceptable Driving Record: An MVR that (1) does not meet the standards and guidelines set forth in these Vehicle Safety Practices as determined by the Authority, in its sole discretion, or (2) is determined uninsurable under the Authority’s insurance policy.

Vehicle Incident: An event where two or more vehicles collide, or a motorist crashes into a pedestrian or object involving an Authorized Driver and/or an Authority Vehicle.

Vehicle Safety Practices: The Authority standards and guidelines listed within Section D-19.

Wireless Communication Devices: Devices that include but are not limited to: cellular telephones, Bluetooth devices, two-way radios, tablet-style devices, and wireless networking (Wi-Fi) devices.

II. ROLES AND RESPONSIBILITIES

Everyone shares the responsibility of these Vehicle Safety Practices, with specific roles and responsibilities outlined below.

A. Authority Management:

1. Identify personnel who have an Authority Business need to operate an Authority Vehicle.
2. Ensure employees complete appropriate driver training programs.
3. Designate Authorized Drivers by signing a completed MVR Release and Driver Authorization Request Form(s) for Employees or Non-employees of the Authority.
4. Impose recommended Corrective Actions by the Fleet Safety Committee.

B. Authorized Drivers:

Safety is of the utmost importance to the Authority and is a priority when operating an Authority Vehicle. As an operator of an Authority Vehicle, an Authorized Driver shall:

1. Maintain a valid driver’s license. If at any time and for whatever reason, an Authorized Driver’s valid driver’s license is suspended or revoked, the Authorized Driver must report this occurrence to their Supervisor and the HR Safety Team on the next scheduled workday or within 24 hours, whatever is earliest. Failure to report may result in disciplinary action as determined by the Fleet Safety Committee.
2. In the event an Authorized Driver’s license is revoked or suspended, the Authorized Driver is prohibited from operating an Authority Vehicle.
3. Complete an MVR Release and Driver Authorization Request Form.
4. Participate, upon notification, in the Authorized Driver Training Program or the Expanded Driver Training Program.

5. Adhere to these Vehicle Safety Practices.
6. Strictly adhere to the Authority's prohibited use of Wireless Communication Devices while driving or operating an Authority Vehicle except for (AOA and hands-free devices).
7. Drive in accordance with federal, state, and local vehicle codes and regulations.
8. Notify Authority Management immediately of any Authority Vehicle Incident.
9. Follow the reporting procedures within these Vehicle Safety Practices (as found in "Section V. Reporting a Vehicle Incident) in the case of a Vehicle Incident.
10. Timely pay any fee(s) and/or penalties associated with any tickets or violations while driving an Authority vehicle.
11. Refrain from operating an Authority Vehicle when impaired by illness, fatigue, injury or medication.
12. Refrain from operating an Authority Vehicle while under the influence of alcohol, any drug, or intoxicant.
13. Refrain from transporting, dispensing, and/or consuming alcohol, any drug, or intoxicant.
14. Prior to operating an Authority vehicle, conduct a quick walk-around visual inspection. This includes visually inspecting the tires, mirrors, lights, glass, horn, and emergency equipment.
15. Be responsible for securing Authority Vehicles after every trip:
 - a. Engine must be shut off.
 - b. Ignition keys or key FOB must be removed; and
 - c. Doors must be locked when the Authority Vehicle is left unattended.
16. Only reverse an Authority Vehicle when necessary. When reversing an Authority Vehicle, the Authorized Driver must:
 - a. Keep distance traveled to a minimum while reversing.
 - b. Check behind the Authority Vehicle before reversing.
 - c. Not reverse into an area that is not visible; and
 - d. When able to, back in the direction of the driver's side to allow for better visuals.
17. Report to their Supervisor and the HR Safety Team on the earliest of the next scheduled workday or within 24 hours of any moving violation or criminal charges received or conviction under any criminal statute for a violation that occurred while working and while operating an Authority Vehicle, or while operating own vehicle and performing work on the Authority's behalf.

C. Fleet Safety Committee:

1. Conduct a review of all Vehicle Incidents and determines whether the Authorized Driver in each Vehicle Incident is at fault.
2. Recommend Corrective Actions to the Authorized Driver's manager, which is consistent with the Corrective Action Guidelines set forth in "Section VI. Corrective Action Guidelines for Vehicle Incidents" of these Vehicle Safety Standards.

D. Human Resources Department:

1. Administer and serve as technical resource.
2. Maintain program and training requirements and record the list of Authorized Drivers.
3. Implement the Authorized Driver Training Program and the Expanded Driver Training Program.

4. Obtain and review the MVR Release and Driver Authorization Request Form and the MVRs of Authorized Drivers.
5. Manage worker's compensation claims resulting from vehicle incidents.
6. Maintain a record of the number and types of Corrective Actions imposed on Authorized Drivers. Track points issued to an Authorized Driver by the Fleet Safety Committee.
7. Review recommended Corrective Actions for consistency with Authority work standards and maintain Corrective Actions in the Authorized Driver's personnel record.

III. AUTHORIZING DRIVERS

A. Application Process

The process and requirements to become an Authorized Driver include all the following:

1. Submission of a valid driver's license and the MVR Release and Driver Authorization Request Form to the HR Safety Team.
2. The HR Safety Team will review to ensure an acceptable MVR.
3. Successful completion of the Authorized Driver Training Program within 30 days.

B. High-Risk Drivers

If, at any time, an Authorized Driver fails to comply with these Vehicle Safety Practices or has an unacceptable MVR, then the Authority reserves the right to suspend or revoke the authorization for the individual to operate an Authority Vehicle.

The Fleet Safety Committee will determine the penalty(ies) to be imposed for any violation(s) of these Vehicle Safety Practices on a case-by-case basis.

Based on an individual's MVR, individuals with high-risk driving behavior may be limited or denied driving privileges to operate an Authority Vehicle. An individual will be classified as a high-risk driver if their MVR indicates one or more of the following violations:

1. Conviction of an alcohol and/or drug related offense within the last three (3) years of the date the MVR was checked.
2. Refusal to submit to a blood alcohol content test within the last three (3) years of the date the MVR was checked.
3. Conviction of speeding in excess of twenty (20) miles per hour ("MPH") over a posted speed limit within the last three (3) years of the date the MVR was checked.
4. Conviction for Reckless Driving within the last three (3) years of the date the MVR was checked.
5. Conviction for hit and run within the last three (3) years of the date the MVR was checked.
6. Irresponsible driving pattern as evidenced by 2 or more citations listed on the DMV record.
7. Any repeated Reckless Driving offenses as evidenced on the DMV record; or
8. Any other evidence of high-risk driving, as determined in the sole discretion of the Airport Authority.

IV. OPERATING AUTHORITY VEHICLES

The following requirements apply to the use or operation of an Authority Vehicle:

1. Authority Vehicles shall be used for Authority Business only.
2. Any personal or non-Authority Business use must be pre-approved in writing by Authority Management.
3. Only Authorized Drivers and mechanics performing vehicle maintenance may drive or operate an Authority Vehicle.
4. In the event an Authorized Driver allows an individual who is not an Authorized Driver to operate an Authority Vehicle, Corrective Action, up to and including termination, may be taken against the Authorized Driver and the non-Authorized Driver.
5. Only Authorized Passengers are allowed to be in the Authority Vehicle with the Authorized Driver.
6. Authority Vehicles shall not be taken home or out-of-state unless: (1) Authority Management determines such an activity is in conjunction with Authority Business; and (2) Authority Management provides written pre-approval via email to conduct such an activity.
7. Authority Vehicles shall not be altered in any way, except as authorized by Authority Management.
8. Authority Vehicles shall not be used for transporting any bulk material that protrudes from the trunk/cargo area or interior compartment unless the transportation activity complies with the California Vehicle Code.
9. Smoking is prohibited in Authority Vehicles.

V. REPORTING A VEHICLE INCIDENT

In the event of a Vehicle Incident, Authorized Drivers must:

1. Immediately report all accidents involving property damage and/or injury to the police by calling 911. Inform the 911 operator if there are injuries so medical aid can be dispatched. Incidents with minor physical damage to the vehicle and/or fixed object do not need to be reported to the police.
2. Contact your Supervisor and the HR Safety Team immediately and no later than two (2) hours after the start of the accident regardless of the severity of damage.
3. Exchange permitted information with any parties involved in the accident including your name, driver's license number, and the Authority's insurance information (found in the Authority Vehicle's glove compartment).
4. If safe to do so, take photos of the damage and the accident scene.
5. Do not discuss the Vehicle Incident with anyone at the incident scene except the police.
6. Do not accept any responsibility for the Vehicle Incident or argue with anyone.
7. Submit to a post-Vehicle Incident alcohol and/or drug test if required by law enforcement, Authority Management, or the HR Safety Team.
8. Complete the [Driver's Accident Report](#), located in the Authority Vehicle's glove compartment. Include the following pertinent information on the Accident Report form:
 - Names of driver(s), witness(es), and occupant(s) of other vehicles.
 - Driver's license numbers, insurance company names and policy numbers of other driver(s). Taking photos of driver's licenses and insurance cards is acceptable.

- Make, model, license plate number and year of other vehicle(s) involved.
- Date and time of accident; and
- Overall road and weather conditions.

9. Provide within 48 hours the documents from the Vehicle Incident, including but not limited to, photos, completed Driver's Accident Report form, and police report number (if any) to your Supervisor and the HR Safety Team.

VI. Corrective Action Guidelines for Vehicle Incidents

A. Vehicle Incident Classifications and Corrective Actions

Vehicle Incidents shall be classified as: 1. Preventable; 2. Non-Preventable; or 3. Non-Driver Damages.

1. **Preventable** – A Vehicle Incident in which an Authorized Driver was deemed at-fault by the Fleet Safety Committee. Preventable Vehicle Incidents will be categorized based on investigation outcome, justification provided by the Authorized Driver, damages, and related injury(ies) or death(s). A Preventable Vehicle Incident shall be categorized as one of the following:
 - a. **Category 1** – A Vehicle Incident with minor property damage (such as crashing into a bollard, K-rail, lane delineators) as determined by the Fleet Safety Committee. The Fleet Safety Committee, in its sole discretion, may determine whether a Driver is exempt from Corrective Action for Preventable Category 1 Vehicle Incidents if it is the Driver's first Preventable Category 1 Vehicle Incident. Category 1 Preventable Vehicle Incidents will remain on the Authorized Driver's record (kept by the HR Safety Team) for two (2) years from the date of the Vehicle Incident and deleted from their record thereafter.
 - b. **Category 2** – Failure to demonstrate defensive driving tactics as trained by the Authority or its designee; or any Preventable Vehicle Incident not categorized as Category 1, Category 3, or Category 4. Category 2 Preventable Vehicle Incidents will remain on the Authorized Driver's record (kept by the HR Safety Team) for two (2) years from the date of the Vehicle Incident and deleted from their record thereafter.
 - c. **Category 3** – Negligent driving; or negligent failure to follow the Reporting a Vehicle Incident requirements; or violation of the Authority's rules and regulations. Category 3 Preventable Vehicle Incidents will remain on the Authorized Driver's record (kept by the HR Safety Team) for three (3) years from the date of the Vehicle Incident and deleted from their record thereafter.
 - d. **Category 4** – Involves conviction of driving under any influence; or willful disregard of this Vehicle Safety Practice or Reporting a Vehicle Incident requirements. Category 4 Preventable Vehicle Incidents will remain on the Authorized Driver's record (kept by the HR Safety Team) for five (5) years from the date of the incident and deleted from their record thereafter.

Corrective Actions for Preventable Vehicle Incidents

Incidents	Category 1	Category 2	Category 3	Category 4
1 st Incident	Verbal counseling, unless exempt as described above	Verbal counseling	Verbal counseling, required to complete a refresher on the Authority's Driver Training Program(s), and possible suspension to drive depending on the severity of the accident as	Written Counseling and required to complete the Expanded Driver Training Program; or Termination ²

			determined by the Fleet Safety Committee.	
2 nd Incident	Verbal counseling and required to complete a refresher on the Authority's Driver Training Program(s)	Written counseling and required to complete a refresher on the Authority's Driver Training Program(s)	Written counseling, required to complete the Expanded Driver Training Program and possible suspension to drive depending on the severity of the accident as determined by the Fleet Safety Committee.	Up to 1 year Suspension ¹ from operating an Authority Vehicle and required to complete the Expanded Driver Training Program; or Termination ²
3 rd Incident	Up to 6 months Suspension ¹	Up to 6 months Suspension ¹	Up to 1 year Suspension ¹	Permanent revocation ¹ of Authorized Driver status; or Termination ²
4 th Incident	Permanent revocation ¹ of Authorized Driver status	Permanent revocation ¹ of Authorized Driver status	Permanent revocation ¹ of Authorized Driver status	

¹ Suspension/Revocation – suspended from operating and/or driving an Authority Vehicle and suspended from Authorized Driver status. If the suspension/revocation of employee's ability to drive an Authority Vehicle causes undue hardship on employee's ability to perform their job duties or maintain the operational efficiencies of the Authority, this may result in termination of employment with the Authority.

² Termination – termination of employment with the Authority.

2. **Non-Preventable** – A Vehicle Incident in which an Authorized Driver was deemed not at-fault by the Fleet Safety Committee. Corrective Action: an Authorized Driver may receive verbal counseling and coaching at the discretion of Authority Management.
3. **Non-Driver Damages** – A Vehicle Incident without an Authorized Driver behind the wheel. Corrective Action: an Authorized Driver may receive verbal counseling and coaching at the discretion of Authority Management.

B. Procedure for Issuing a Corrective Action

The following procedure applies when issuing a Corrective Action:

1. HR Safety Team is notified of Vehicle Incident.
2. HR Safety Team notifies Fleet Safety Committee of Vehicle Incident.
3. Fleet Safety Committee conducts its investigation and determines the classification of the Vehicle Incident (Preventable, Non-Preventable, or Non-Driver Damages).
4. Fleet Safety Committee recommends Corrective Action to the Authorized Driver's supervisor.
 - a. The Authorized Driver's supervisor imposes the recommended Corrective Action or exercises his or her discretion to reduce the recommended Corrective Action.
 - b. The Authorized Driver may appeal the imposed Corrective Action by following the appeals process described below.

VII. APPEALS PROCESS

A. Authorized Drivers Who are Union Authority Employees

Any Authorized Driver who is a Union Authority employee has the right to appeal an imposed Corrective Action(s) as a result of any violation(s) of these Vehicle Safety Practices. Request for an appeal will be consistent with the applicable appeals process as applied to Union Employees.

If a Union Authority employee was on probation at the time the Corrective Action was

imposed, then the Union Authority employee shall not have the right to appeal or grieve any form of disciplinary action, including Corrective Action(s), issued by the Authority as a result of violation(s) of these Vehicle Safety Practices.

B. Authorized Drivers Who are Non–Union Authority Employees

Any Authorized Driver who is a non-union Authority employee may appeal an imposed Corrective Action(s) as a result of any violation(s) of these Vehicle Safety Practices. The procedure for requesting an appeal shall be as follows:

Step 1 - First Level Appeal

A non–union Authority employee may request an appeal. The request must be in writing, signed by the employee, and specify, at a minimum, the basis and reasoning for their appeal, and the imposed Corrective Action. The request must be submitted to the HR Safety Team no later than five (5) business days of the imposed Corrective Action(s).

An Incident Review Panel (“Panel”) will review the request for an appeal. The Panel shall consist of 3 individuals – one representative from the HR Safety Team, one representative from Fleet and another representative from Airport Design and Construction Safety.

The Panel may:

- (1) Agree with the imposed Corrective Action(s).
- (2) Reduce the Corrective Action; or
- (3) Remove the initial Corrective Action.

The Panel will issue its finding(s) by email or interoffice mail to the employee, to their supervisor, and to the Director of Human Resources.

Step 2 - Second Level Appeal

The non–union Authority employee may request an appeal of the Panel’s decision. The request must be in writing, signed by the employee, and specify, at a minimum, the basis and reasoning for their appeal, the imposed Corrective Action, and the Panel’s decision. The request must be submitted to the HR Safety Team no later than ten (10) business days of the Panel’s decision. The Authority President/CEO, or their designee, will review the request for an appeal.

The President/CEO’s or their designee’s decision shall be final and not subject to further judicial or administrative review and shall be enforceable and binding upon the non–union Authority employee.