# STANDARDS AND GUIDELINES

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<th>Section:</th>
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<tbody>
<tr>
<td>Standard:</td>
<td>AUTHORITY VEHICLE SAFETY</td>
</tr>
<tr>
<td>Section #:</td>
<td>D-19</td>
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<td>Effective:</td>
<td>June 2012</td>
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See Also:  
- [California Driver Handbook](online link)  
- [MVR Release and Driver Authorization Request Form](online link)  
- [Fleet Safety Committee Review and Recommendation Form](online link)  
- [Auto Accident Report Form](online link)  
- Administrative Reference Guide (ARG)

## GENERAL STANDARD

The Authority seeks to ensure the safe and proper operation of Authority Vehicles.

An Authorized Driver shall operate Authority Vehicles in a safe, responsible, and courteous manner, which includes strict adherence to the Authority’s prohibition against the use of wireless communication devices while driving an Authority Vehicle. All drivers of Authority Vehicles are required to know and comply with all applicable federal and state motor vehicle codes and regulations.

Employees, contractors, and all other persons that have not been authorized in writing to drive an Authority Vehicle are strictly prohibited from operating an Authority Vehicle.

When driving on the Airside Operations Area (AOA) of the Airport, the policies, procedures and training outlined in the Airside Operations Driver Training Program take precedence over these Standards and Guidelines.

Administration of these Standards and Guidelines is the responsibility of the Fleet Safety Committee. Failure to adhere to these Standards and Guidelines may result in the suspension or revocation of driving privileges or other Administrative action.
DEFINITIONS:

Airport: San Diego International Airport (SDIA).

Appeal Officer: The Vice President of Administration or his/her designee.

Authority: The San Diego County Regional Airport Authority.

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

Authority Vehicle: A 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 his/her job description; or as mutually agreed upon by the employee and Authority Management, and who otherwise meets all other program requirements, including successful completion of the Authority’s Defensive Driver Training Program; or

2. A Non-Employee of the Authority, including but not limited to: an employee of a contractor, subcontractor, or consultant, who has been authorized by Authority Management to drive on Authority Business and who otherwise meets all other program requirements, including successful completion of the Authority’s Defensive Driver Training Program.

Chargeable Accident: An accident occurring in an Authority Vehicle that results in damage and/or injury, where the Authorized Driver is convicted for violation of the applicable vehicle code or is otherwise adjudicated as the responsible party.

Chargeable Incident: An incident occurring in an Authority Vehicle, where the Authorized Driver is convicted for violation of the applicable vehicle code or is otherwise adjudicated guilty of the violation.

Corrective Actions: Recommendations from the Fleet Safety Committee to Authority Management on Chargeable Accidents and Chargeable Incidents involving Authorized Drivers. Any Corrective Actions will be administered by Authority Management in consultation with Human Resources.

Defensive Driver Training Program: The program administered by the Risk Management Department that is required for all Authorized Drivers to comply with on an annual basis. Newly Authorized Drivers are required to enroll in the Program within thirty (30) days of authorization to drive.

Driving on Authority Business: Driving at the direction of, or for the benefit of, the Authority.

Fleet Safety Committee: The Authority committee responsible for administering these Standards and Guidelines. The Committee consists of representatives from Fleet Management, Construction Safety, Employee Safety & Workers Compensation, Risk Management, and Aviation Security and Public Safety.
Fleet Safety Guidelines: The point system used by the Fleet Safety Committee in its review of Chargeable Accidents and Chargeable Incidents involving Authorized Drivers.

Motor Vehicle Record (MVR): The information maintained by any state Department of Motor Vehicles (DMV) regarding the driving history of licensed drivers. This information includes, but is not limited to, Vehicle Code violations and motor vehicle accidents.

MVR Release and Driver Authorization Request Form: The form used by the Authority to (1) authorize drivers to drive or operate Authority Vehicles on Authority Business; and (2) authorize the release of the Motor Vehicle Record information for that driver.

Unacceptable Driving Record: A driving record deemed uninsurable under the then-existing insurance policy by the Authority's insurance provider.

Wireless Communication Devices: Including, but not limited to: cellular telephones, blue-tooth devices, two-way radios, personal digital assistants (PDAs), and wireless networking (Wi-Fi) devices.

ROLES AND RESPONSIBILITIES

Authority Management:

1. Identifies personnel who need to Drive on Authority Business.
2. Designates Authorized Drivers by signing the MVR Release and Driver Authorization Request Form(s) for Employee or Non-employee.
3. Approves or disapproves Fleet Safety Committee recommendations on corrective actions for Authorized Drivers. Provides a written rationale for any disapproval.
4. Reserves the right to make management decisions regarding these Standards and Guidelines.
5. The Vice President of Administration designates the reviewer of Motor Vehicle Records (MVR).

Authorized Drivers shall do all of the following:

2. Participate in the Authority’s Defensive Driver Training Program.
3. Adhere to these Standards and Guidelines.
4. Strictly adhere to the Authority’s prohibited use of wireless communication devices while driving Authority Vehicles (AOA Excepted).
5. Drive in accordance with the California Vehicle Code (e.g., the use of seat belts).
6. Notify Authority Management immediately of all incidents which may result in the suspension or revocation of an Authorized Driver’s license to operate a motor vehicle.
7. Notify Authority Management immediately of all Chargeable Incidents and Chargeable Accidents.
8. Follow the accident reporting procedures within these Standards and Guidelines in the case of an accident.
9. Take financial responsibility for timely paying any fee(s) and/or penalties associated with any tickets or violations.
10. Use Authority Vehicles in accordance with Authority Check-Out Procedures.
11. Refrain from operating any Authority Vehicle when impaired by illness, fatigue, injury or medication.
12. Refrain from operating any Authority Vehicle while under the influence of alcohol, any drug, or intoxicant.

**Fleet Safety Committee:**
1. Provides general administration of these Standards and Guidelines.
2. Conducts a review of Chargeable Accidents and Chargeable Incidents involving Authority Vehicles.
3. Recommends to appropriate Authority Management post-accident Corrective Actions, including the assignment of points per Fleet Safety Guidelines.

**Risk Management Department:**
1. Maintains a list of Authorized Drivers.
2. Implements and monitors the Defensive Driver Training Program.
3. Monitors motor vehicle records for Authorized Drivers.
4. Manages claims, with the exception of Worker’s Compensation.
5. Maintains a history of Corrective Actions for Employee and Non-Employee personnel.

**Human Resources Department:**
1. Maintains a history of Corrective Actions for employees.
2. Manages Worker’s Compensation claims, if applicable, for employees injured as the result of a qualifying vehicle accident.
3. Works with Authority Management on recommended Corrective Actions.

**AUTHORIZING DRIVERS**

Authority Management works with an applicant to complete the MVR Release and Driver Authorization Request Form and submits to Risk Management. The applicant must have a valid driver’s license. Risk Management reviews the request and obtains the motor vehicle record (MVR). Authorization is granted unless the MVR is deemed an Unacceptable Driving Record. The Authority shall revoke any person’s status as an Authorized Driver if at any time he/she is deemed to have an Unacceptable Driving Record or if his/her driver’s license is suspended or revoked.

Once authorized, the driver’s name will be added to the Authority’s list of Authorized Drivers. Annual renewal will require successful completion of the Authority’s Defensive Driver Training Program.

**OPERATING AUTHORITY VEHICLES**

Authority Vehicles shall be used for Authority business only. Any incidental personal use (i.e., stopping to pick up dry cleaning) must be approved in advance by Authority Management.

Only Authorized Drivers and mechanics, when performing vehicle maintenance, may drive Authority Vehicles.

Authority Vehicles are not to be taken home or out of state unless approved by Authority Management in conjunction with Authority business.

Authority Vehicles should be reserved using the Authority’s Check-Out Procedures [See Administrative Reference Guide (ARG) accessible on the Authority’s intranet].

Authority Vehicles shall not be altered in any way, except as authorized by Fleet Management.
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.

Smoking is prohibited in Authority Vehicles.

**REPORTING AN ACCIDENT**

In the event of an accident involving an Authority Vehicle, Authorized Drivers shall perform all actions below:

1. **If there is an injury, call for medical aid:**
   a. Off Airport: dial 911; or
   b. On Airport: dial Harbor Police at (619) 686-8000;
   c. Always contact Human Resources (Employee Safety and Workers Compensation at 619-980-4409).

2. **All accidents involving property damage and/or injury, regardless of severity, must be reported to the police:**
   a. Off Airport: dial 911; or

3. **Complete the Auto Accident Report Form, located in the document holder attached to the vehicles' sun visor. The Auto Accident Report Form can also be found on the Authority's Intranet.**
   Include the following pertinent information:
   a. Names of drivers, witnesses, and occupants of other vehicles;
   b. Driver's license numbers, insurance company names and policy numbers of other drivers;
   c. Make, model, license plate number and year of other vehicle(s) involved;
   d. Date and time of accident; and
   e. Overall road and weather conditions.

4. **Take photographs of any damage. Cameras can be found in the Vehicle Accident Kit located in the glove compartment of all Authority Vehicles.**

5. **Do not discuss the accident with anyone at the scene except the police.**

6. **Do not accept any responsibility for the accident or argue with anyone.**

7. **Provide the other party with your name, driver's license number, and the Authority’s insurance information (in vehicle glove compartment).**

8. **Without delay, report the accident to Authority Management and the Risk Management Department, providing them with all documents from the accident, including but not limited to photos, completed accident reports and any police report.**

9. **A post-accident alcohol and/or drug test may be required, as determined by Law Enforcement, Authority Management, or the Human Resources Department.**
Vehicle Safety Guidelines for Assignment of Points and Corrective Actions for Chargeable Accidents and Chargeable Incidents involving the use of Authority Vehicles

<table>
<thead>
<tr>
<th>VEHICLE CODE VIOLATIONS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speeding (less than 20 mph over limits)</td>
<td>2</td>
</tr>
<tr>
<td>Running a stop sign or red light</td>
<td>2</td>
</tr>
<tr>
<td>Passing illegally</td>
<td>2</td>
</tr>
<tr>
<td>Failure to yield right-of-way</td>
<td>2</td>
</tr>
<tr>
<td>Following too close</td>
<td>1</td>
</tr>
<tr>
<td>Illegal turns</td>
<td>1</td>
</tr>
<tr>
<td>Excessive speed for existing conditions</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCIDENTS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involving property damage less than $750.00</td>
<td>1</td>
</tr>
<tr>
<td>Involving property damage greater than $750.00</td>
<td>2</td>
</tr>
<tr>
<td>Involving bodily injury</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: For an incident where more than one point criteria may be applied, the highest single point assessment will be used.

Recommended corrective action: for total points accumulated within a consecutive three year period.

- 1 Point Verbal counseling by Authorized Driver’s Director or designee.
- 2 Points Written Counseling Notice and may include Remedial Driver Training.
- 3 Points Letter of Warning and Remedial Driver Training.
- 4 Points Letter of Reprimand and Remedial Driver Training.
- 5 Points Up to one year suspension of authorization to drive Authority Vehicles.
- 6 Points Permanent revocation of authorization to drive Authority Vehicles.

Authority Management in consultation with Human Resources will assess the appropriateness of Corrective Actions recommended by the Fleet Safety Committee.

Remedial Driver Training will be coordinated with the Risk Management department.

APPEALS

The temporary suspension, permanent revocation of an individual’s authorization to drive Authority Vehicles or determination that an individual has a Unacceptable Driving Record shall be subject to an appeal, at the individual’s request, in accordance with Section 7.6 of the Authority’s Rules and Regulations. The appeal hearing shall be conducted in accordance with Section 7.6, except the hearing officer shall be the Vice President of Administration or his/her designee.

[End of Authority Vehicle Safety Standards and Guidelines]