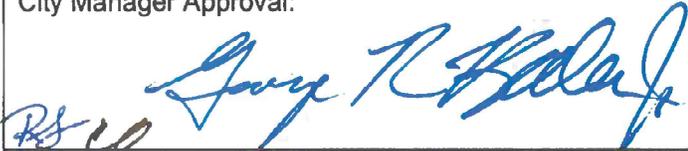




CITY OF HOLLYWOOD ADMINISTRATIVE POLICY

Subject: CITY VEHICLE DRIVERS		Page: 1 of 7	
Responsible Department/Office: HUMAN RESOURCES		Original Effective Date: 05/01/1998	
City Manager Approval: 	Policy Number: HR-038	Supersedes: 05/17/2004	
	Revised Effective Date: 7/18/2024	Reviewed Date:	

Purpose

The purpose of this policy is to establish driving standards for applicants and existing City of Hollywood ("City") employees who are expected to drive City vehicles or their own vehicle to conduct City business. This policy does not apply to sworn Fire or Police employees.

Explanation

It is hereby the policy of the City of Hollywood to establish and enforce a uniform driver policy for the selection and retention of employees who will be required to operate City vehicles or their own vehicles while conducting City business.

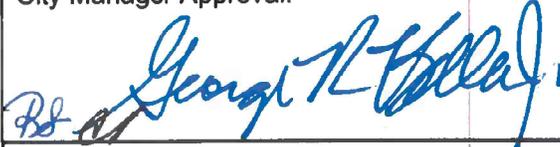
Applicants:

If operating a city owned or leased vehicle or operating their own vehicle while conducting City business is a requirement of the position, any applicant whose driving record indicates potential liability problem for the City will be evaluated on a case-by-case basis. Examples of disqualification include:

- Convictions or pending cases of Driving under the Influence (DUI), Driving while Intoxicated (DWI), Driving/Unlawful Blood Alcohol Level (DUBAL) or Refusal to submit to a breathalyzer.
- Leaving the scene of an accident (involving death, injury, or property damage).
- Vehicular homicide.
- Felony use of a vehicle.
- Convictions, adjudication's withheld or admissions of more than five moving or hazardous violations occurring within the past five years of date of application.
- Convictions or any moving violations which resulted in two or more accidents within the past five years of date of application.
- Suspension of license in the past 12 months or a revocation of license on record;
- Obtained license fraudulently.



CITY OF HOLLYWOOD ADMINISTRATIVE POLICY

Subject: CITY VEHICLE DRIVERS		Page: 2 of 7	
Responsible Department/Office: HUMAN RESOURCES		Original Effective Date: 05/01/1998	
City Manager Approval: 		Policy Number: HR-038	Supersedes: 05/17/2004
		Revised Effective Date: 7/18/2024	Reviewed Date:

1. Individuals applying for positions that require driving on behalf of the City will not be considered if they do not possess or cannot obtain a valid Florida driver's license within 30 days of hire.
2. No applicant will be hired if their current driving record indicates an indefinite suspension in any state.
3. The City Manager or designee reserves the right to review any application with more than three moving violations in a 10-year period.

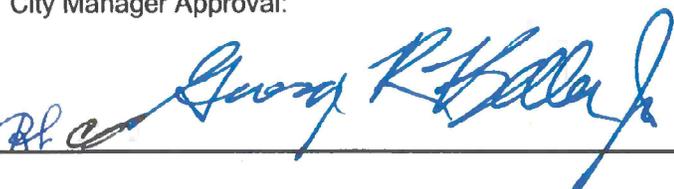
Employee Drivers:

Only City employees are authorized to drive City-owned/leased vehicles. Authorized drivers must complete all assigned trainings, and comply with the following:

1. Drivers must possess a valid Driver's License for the appropriate class of vehicle being operated. Employees must immediately inform their supervisors if their driving privileges are restricted, suspended, or revoked. Supervisors are required to forward such information through their chain of command and to Human Resources. Any employee found to be in violation of this provision will be subject to disciplinary action, up to and including termination. **If the job requires operation of a motor vehicle, employees with suspended, restricted, or revoked driving privileges are subject to reassignment, demotion, or termination, dependent upon the circumstances for which the driving privileges were restricted, suspended, or revoked.**
2. Under no circumstances should City vehicles be used for personal use other than portal to portal, for those employees assigned take-home vehicles, unless approved in advance by the City Manager, or designee.
3. Under no circumstances should City vehicles be used to transport non-City employees, unless solely for business reasons, and then not without authorization of the Department/Office Director.



CITY OF HOLLYWOOD ADMINISTRATIVE POLICY

Subject: CITY VEHICLE DRIVERS		Page: 3 of 7	
Responsible Department/Office: HUMAN RESOURCES		Original Effective Date: 05/01/1998	
City Manager Approval: 	Policy Number: HR-038	Supersedes: 05/17/2004	
	Revised Effective Date: 7/18/2024	Reviewed Date:	

4. Employees must comply with all driving laws and regulations relating to the operation of motor vehicles. Further, while operating a vehicle, employees shall give their full attention to the safe operation of the vehicle.
5. Employees must take all reasonable care in operation and use of City vehicles and shall promptly report any needed servicing, repairs or maintenance.
6. Employees are prohibited from operating City-owned vehicles or conducting City business while under the influence of alcohol or drugs. See HR Policy 012 for additional policies on substance use.
7. Employees must notify their supervisor and Department Director if they are taking any prescription or substance that may impair their ability to safely and properly drive or operate vehicles or equipment.
8. Employees must pay, without reimbursement, all fines or fees for parking citations or traffic violations that are incurred while operating a City-owned vehicle, or their personal vehicle for City business.
9. Employees shall not place unauthorized decals or equipment in or on City-owned vehicles.
10. The City reserves the right to install Global Positioning System (GPS) tracking devices and/or fleet related maintenance software in City vehicles as deemed appropriate by the City. Further, employees shall not tamper with, damage, or disable any vehicle safety devices.
11. Department Directors shall generate a Personnel Action in Oracle for any employee assigned to drive a City vehicle.
12. Department Directors shall supervise the actions of all authorized drivers and shall institute proper disciplinary actions for violations of this policy.
13. It is the responsibility of every employee to self-disclose, without the necessity of an inquiry, any loss or limitation in their driver's license status, all warrants for arrest for driving-related offenses, and all arrests, charges, or convictions for DWI, DUI, DUBAL, refusal to test, vehicular manslaughter, reckless driving, etc., whether such incidents arose out of work-related driving or not. Employees shall self-disclose through their chain of command and to the Director of Human



CITY OF HOLLYWOOD ADMINISTRATIVE POLICY

Subject: CITY VEHICLE DRIVERS		Page: 4 of 7	
Responsible Department/Office: HUMAN RESOURCES		Original Effective Date: 05/01/1998	
City Manager Approval: 		Policy Number: HR-038	Supersedes: 05/17/2004
		Revised Effective Date: 7/18/2024	Reviewed Date:

Resources, within three calendar days of the incident, offense, or conviction and shall not operate any City vehicle or their personal vehicle to conduct City business until cleared to do so by Human Resources.

Employees who fail to make such notification within three calendar days of the incident, offense, or conviction shall be subject to disciplinary action, up to and including termination.

14. In order to continue to maintain driving privileges with the City, if an employee is convicted of an alcohol or drug-related vehicle incident, the employee must comply with all the conditions imposed by the State court system and/or the Florida Department of Highway Safety and Motor Vehicles (FLHSMV).
15. An employee who loses their Florida driver's license for any reason shall have a total of five business days to seek reinstatement from FLHSMV utilizing the employee's own time. Failure to obtain driving privilege reinstatement or failure to successfully complete the requirements set forth above may result in reassignment, demotion or termination, depending on the individual circumstances.
16. The accumulation of eight or more points on an employee's driver's license within the past 12 months will require a review to determine if the employee will retain their authorization to drive City vehicles or their own vehicle for City business.

Accident Reporting Procedures:

When involved in an accident, whether in a City vehicle or in their own personal vehicle while conducting City business, employees shall do the following:

The Employee shall:

1. Stop immediately and take all necessary precautions to prevent further accidents at the scene.
2. If able, determine if medical assistance is needed by either party and, if necessary, notify emergency medical services. **Make no statements regarding fault.**
3. Notify law enforcement authorities for all vehicle collisions.



CITY OF HOLLYWOOD ADMINISTRATIVE POLICY

Subject: CITY VEHICLE DRIVERS		Page: 5 of 7	
Responsible Department/Office: HUMAN RESOURCES		Original Effective Date: 05/01/1998	
City Manager Approval: 	Policy Number: HR-038	Supersedes: 05/17/2004	
	Revised Effective Date: 7/18/2024	Reviewed Date:	

4. Notify their supervisor immediately.
5. Obtain the names and addresses of the other party and any witnesses.
6. Assist the Supervisor in completing the City's Accident Injury Report.
7. Not drive on City business until a drug/alcohol test has been performed, if applicable.

The Supervisor shall:

1. If the employee was injured, ensure the employee receives the appropriate medical care.
2. If necessary, go to the scene of the accident to assist in the investigation and take pictures as required.
3. Complete and submit the Accident Injury Report to Human Resources. The first page of the Accident Injury Report must be submitted within 24 hours of the accident.

An employee involved in an accident while operating a City vehicle, operating City equipment, or driving their own personal vehicle while conducting City business, may be subject to drug/alcohol testing, as provided in the attached Post-Accident Drug/Alcohol Testing Decision Tree In addition, the City reserves the right to test any employee who has been involved in more than one accident in the previous 12 months, regardless of fault. If required, testing is to be completed as follows:

- a. Alcohol testing – performed within the first two hours after the accident. If this is not possible, then no more than eight hours post-accident.
- b. Controlled Substance testing – performed as soon as possible, but not more than 32 hours post-accident.

Procedure:

1. The supervisor shall notify Human Resources immediately if post-accident testing is required.
2. The supervisor shall drive the employee to the approved drug testing site.



CITY OF HOLLYWOOD ADMINISTRATIVE POLICY

Subject: CITY VEHICLE DRIVERS		Page: 6 of 7	
Responsible Department/Office: HUMAN RESOURCES		Original Effective Date: 05/01/1998	
City Manager Approval: 	Policy Number: HR-038	Supersedes: 05/17/2004	
	Revised Effective Date: 7/18/2024	Reviewed Date:	

3. The supervisor shall require the employee to sign the consent forms provided by the testing site. If the employee refuses, the supervisor will advise that refusal to sign the forms or provide a specimen will be treated as a refusal to obey a direct order constitutes grounds for termination.
4. Once testing is complete, the employee may return to work to perform non-safety sensitive duties, at the discretion of the City.

The employee must not operate any City vehicle or their personal vehicle to conduct City business until results are received and Human Resources has cleared the employee. If the results of the tests are positive, the employee may be mandated to a substance abuse program, and/or referred to the City's EAP program, and/or shall be subject to disciplinary action, up to and including termination of employment. Employees who refuse assistance or who fail to follow the treatment outlined for their recovery will be subject to dismissal.

Disciplinary Process:

The City recognizes that each incident must be reviewed on a case-by-case basis when determining the appropriateness or extent of disciplinary/corrective action. Accidents shall be classified by the degree of negligence/carelessness on the part of the employee as minor, moderate, or serious, as referred in the attached Vehicle Accident Matrix. Accidents or a driving history which indicates a pattern of carelessness or the willful, wanton, or reckless disregard for public safety, may merit enhanced discipline.

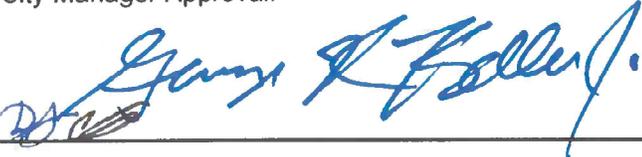
A. Factors to be considered:

The following factors will be considered in determining the appropriateness or extent of disciplinary/corrective action:

1. Violations of State Statute.
2. Violations of Policies, Procedures, Rules, or Regulations.
3. Negligence.
4. Carelessness.
5. Mitigating Factors.
6. Employee's Driving History.



CITY OF HOLLYWOOD ADMINISTRATIVE POLICY

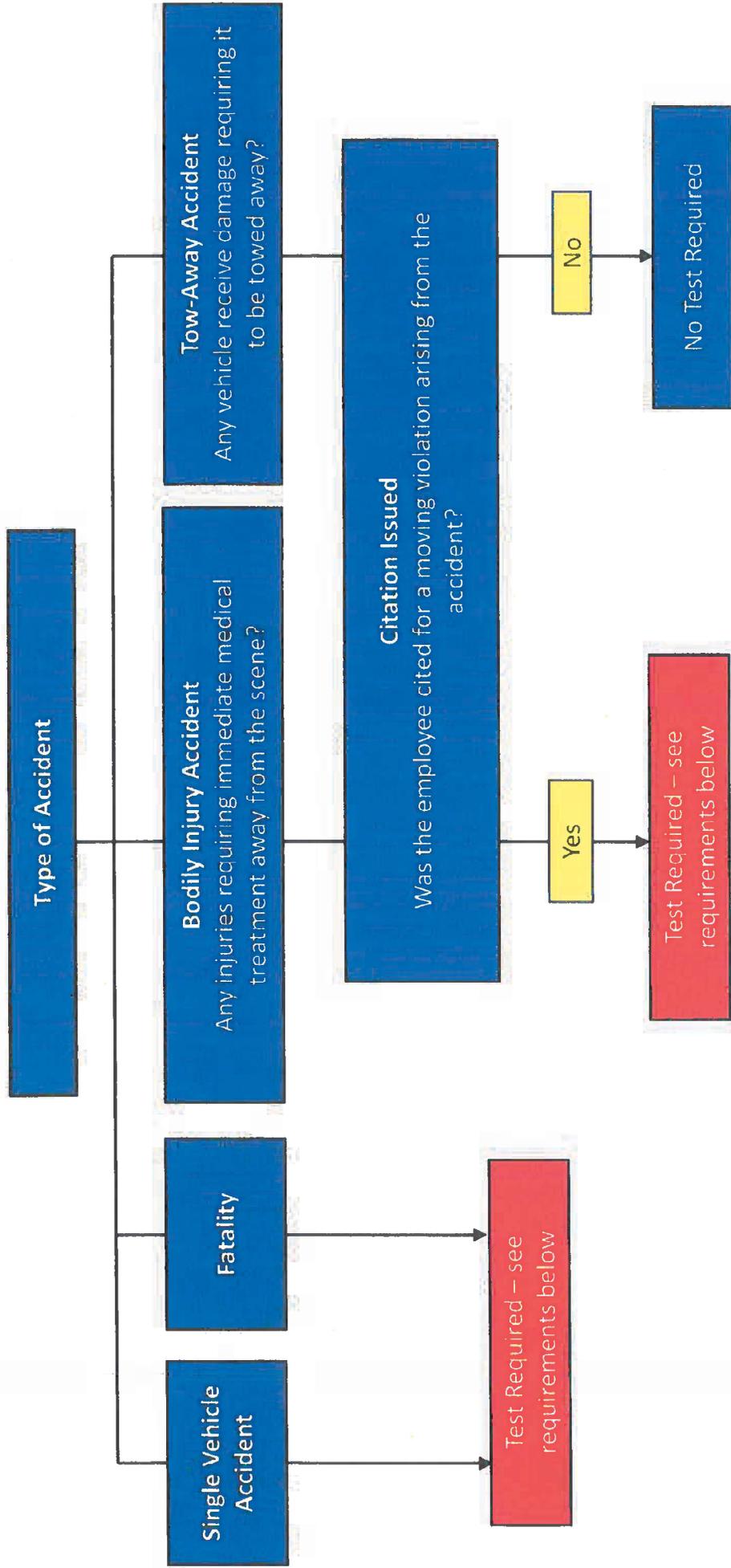
Subject: CITY VEHICLE DRIVERS		Page: 7 of 7	
Responsible Department/Office: HUMAN RESOURCES		Original Effective Date: 05/01/1998	
City Manager Approval: 	Policy Number: HR-038	Supersedes: 05/17/2004	
	Revised Effective Date: 7/18/2024	Reviewed Date:	

B. Imposing Discipline:

The employee's supervisor will ensure that discipline as outlined in the Vehicle Accident Matrix is issued to the employee, as soon as practicable, following provisions as stated in Collective Bargaining Agreements. The supervisor is also responsible for contacting Human Resources – Risk Management to assign driving courses and to ensure the employee completes such training.

The City may find cause to impose enhanced discipline outside of the Vehicle Accident Matrix.

POST-ACCIDENT DRUG/ALCOHOL TESTING DECISION TREE*



Occurrence	Post-Accident Testing Requirements
Single Vehicle Accident / Fatality Accident	Always test for drugs and alcohol.
Bodily Injury / Tow-Away Accident	If a driver is issued a citation within 8 hours of the occurrence, an alcohol test is required. If a driver is issued a citation within 32 hours of the occurrence, a drug test is required.

* This protocol is based on testing regulations established by the Department of Transportation's Federal Motor Carrier Safety Administration.

COH VEHICLE ACCIDENT MATRIX

Category	1 st Preventable within 12 months	2 nd Preventable within 12 months	3 rd Preventable within 24 months	4 th Preventable within 36 months
Minor Crash	Verbal Counseling Online Driving Course (s)	Written Reprimand (4) Hour Driving Course	Suspension (8) Hour Driving Course(s)	Progressive Discipline Up To & Including Termination
Moderate Crash	Written Reprimand (4) Hour Driving Course	Suspension (8) Hour Driving Course(s)	Progressive Discipline Up To & Including Termination	
Serious Crash	Suspension (8) Hour Driving Course	Progressive Discipline Up To & Including Termination		

DEFINITIONS

Preventable:

A crash involving a City of Hollywood vehicle or personal vehicle being used for city business which occurred because the city employee failed to act in a reasonably expected manner to prevent or is found to be at fault for the accident.

Minor Crash:

One caused by minor carelessness, which does not have the potential for bodily injury or results in minor property damage, e.g., backing slowly and hitting an object, slow motion forward, and bumping into another vehicle. A crash is deemed minor when all vehicles involved can be driven safely from the scene.

Moderate Crash:

One caused by moderate negligence or carelessness, which results in bodily injury or moderate property damage, e.g., a crash caused by improper passing, or a crash caused by violation of the right-of-way. A crash is deemed moderate if any of the parties involved report an injury or any vehicles involved are unsafe to drive and or need to be towed from the scene.

Serious Crash:

One caused by driving a vehicle in a reckless or irresponsible manner, or with gross disregard for the safety of persons or property resulting in serious bodily injury and/or extensive property damage, or which exhibits willful abuse of authority. A crash is deemed serious if there is a report of serious injury and or any of the vehicles involved are unsafe to drive and need to be towed from the scene.