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Coalinga State Hospital

OPERATING MANUAL

SECTION - HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 978
(Replaces AD 978 dated 12/15/05)

Effective Date: November 9, 2006

SUBJECT: ACCIDENT PREVENTION PROGRAM FOR STATE AND PRIVATE VEHICLES

I. PURPOSE

It is the policy of Coalinga State Hospital (CSH) to ensure that employees shall regard driver safety as an internal part of the overall Safety Program in order to minimize accident rates and costs. This directive outlines the procedures governing the control of vehicles, requirements of employee drivers using these vehicles, training of employee drivers, and reporting of driver accidents to the Department of Mental Health, and the Department of General Services Risk and Insurance Management.

II. AUTHORITY

State Administrative Manual Sections 0750-0760 and 2400-2462, State of California Injury Prevention Program.

III. POLICY

This directive outlines the procedures governing the control of vehicles, requirements for employee drivers using these vehicles, training of employee drivers, and the reporting of accidents involving drivers and vehicles on Official State Business.

IV. METHOD

A. Employee Requirements

Employees using state and privately owned vehicles on Official State Business (including rental vehicles), must meet the following requirements:

1. Have a valid California Driver's License appropriate to the type of vehicle(s) operated. It is the employee's responsibility to ensure the license is renewed on time and is valid.
2. Qualify for a Defensive Driving Card by completing the Defensive Driving Course and meeting the Standards as outlined in Section VI.
3. Comply with all State Laws and Vehicle Codes and be a courteous and safe driver.

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4. Assure that only authorized staff operates vehicles.
 5. For those vehicles required to have seat belts, or those so equipped, the operator will insure that all occupants will use them whenever driving on state business.
 6. Be personally responsible for any moving or parking citations resulting from operation of the vehicle.
- B. Additional Requirements for Employees Using State Automotive Equipment
1. Request a state vehicle by completing the Vehicle Request Form – CSH. Have the information on the form verified and signed by the Program Director or Department Head.
 2. Receive a state issued vehicle from the Motor Pool Manager, who will review the following with each driver:
 - a. Proper operation and maintenance of the vehicle.
 - b. Reporting of mileage.
 - c. Reporting of damaged or defective equipment.
 - d. Reporting of vehicle accidents.
 3. Use state owned vehicles for official use only. They shall not be used for employee gain, employee convenience, or employee recreation.
 4. Assume responsibility for good management of any assigned vehicle.
 5. Smoking is strictly prohibited in state vehicles.
- C. Additional Requirements for Employees Using Privately Owned Vehicles
1. Complete Form STD. 261, Authorization to Use Privately Owned Vehicles on State Business.
 2. Comply with all state laws on financial responsibility (insurance).
 3. Assure the vehicle is in good working condition and equipped with seat belts.
- D. Supervisors Responsibilities
1. Confirm accuracy of information on the Vehicle Request Form, and verify the employee has a current California Driver's License and Defensive Driving Card.

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2. Sign the Request Form.
3. Assure that staff using private vehicles carries Form 269, Accident Identification Card, in their vehicle while on state business. Review Form 269 with employees so they know how to utilize in case of an accident.

V. TRAINING

- A. All individuals who drive on Official State Business shall attend and successfully complete an approved Defensive Driving Training Course at least once every four years. State employees who have a record of traffic violations and/or accidents may be required to take the course more frequently.
- B. During New Employee Orientation, the Department of Police Services and the Health and Safety Department present information on facility parking, traffic regulations, and the Defensive Driving Program and how to enroll in it.
- C. The Defensive Driving Training Course is coordinated and scheduled by the Training Department for all employees who may have occasion to use a vehicle (state or private) on Official State Business. Supervisors are responsible for determining what staff member should take the course and assuring their attendance.
- D. A record of staff holding Defensive Driving Cards is maintained by the Training Department.

VI. REVIEW OF DRIVING RECORDS

All staff that will be driving State vehicles, or private vehicles for state business, shall attend the Department of General Services Defensive Driving training. Successful participants shall receive Defensive Driving Cards. A copy of the employee's Driver's License and Defensive Driving Card shall be placed on file in the employee's Training Record.

VII. DEFENSIVE DRIVING CARD STANDARDS

The following standards determine which employees will be issued Defensive Driving Cards. The determination will be made based on the record received from the Department of Motor Vehicles. The standards will apply both to new employees and to renewals, and must be met continuously in order for the employee to retain the right to have a Defensive Driving Card.

- A. Standards for Denial:
 1. Accidents: Two vehicular accidents (which were the fault of the applicant) within the past two years will result in denial of the Defensive Driving Card.

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2. Moving Violations: Three moving violations (i.e., speeding, following too close) within the past year will result in denial of the Defensive Driving Card.
 3. Serious Violations: One serious driving conviction (i.e., driving under the influence of drugs or alcohol) within the past two years will result in denial of the Defensive Driving Card.
 4. Suspension: A driver's license suspension within the past two years will result in denial of the Defensive Driving Card.
 5. Failure to Pay Fine: A failure to pay fine notice will result in the denial of a Defensive Driving Card until proof of payment is provided.
- B. Duration of Denial: A Defensive Driving Card will be denied until a year has elapsed since the last offense or probation is concluded. New offenses during the waiting period will extend the period of denial.
- C. Revocation of Card: Cards will be revoked whenever CSH becomes aware that the employee's driving record has changed and standards for denial have resulted.
- D. Appeal of Denial: Any applicant denied a Defensive Driving Card may appeal to the Hospital Administrator.

VIII. TEMPORARY DEFENSIVE DRIVING CARDS AND EXTENSIONS

Newly hired employees, current employees who now have cause to drive on official business, and employees that did not complete the Defensive Driving Training Course before expiration of their card, may apply for a temporary card or extension. Temporary cards will not be issued until all applicable requirements have been met. Both the employee and supervisor are responsible for anticipating the need for a temporary card and allowing sufficient time to complete the requirements. A temporary card will be valid only until the next scheduled Defensive Driving Training Course.

A. Temporary Defensive Driving Cards:

Contact the Health and Safety Department to initiate the process and provide necessary information to allow the Health and Safety Office to order and review driving records.

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B. Defensive Driving Card Extensions:

The Program Director or Department Head will send a written request to the Health and Safety Department with an explanation of why the employee did not attend the scheduled class. NOTE: this does not automatically guarantee an extension. Each request is evaluated and determined on an individual basis. Staff will provide the necessary information to allow the Health and Safety Office to order and review driving records.

IX. VEHICLE ACCIDENTS INVOLVING STATE AND PRIVATE VEHICLES

Accidents involving State vehicles and private vehicles used on Official Business are reported using the following forms and procedures:

- A. Accident Identification Card, Form STD. 269, is to be used by the employee driver involved in an accident to summarize pertinent information at the scene of the accident and to establish contact information. A blank form is available in the glove compartment of all state vehicles. Drivers of private vehicles are to obtain a blank Form 269 from their supervisor before the use of their vehicle for Official State Business.
- B. The accident must be verbally reported to the employee's Program Director or Department Head immediately but within no less than eight hours.
- C. Injuries to non-state parties and significant property damage suffered by other parties must be reported immediately by telephone to the Office of Risk and Insurance Management at (916) 322-0459.
- D. The Vehicle Accident Report, Form STD. 270, is to be completed and signed by the employee driver and submitted to the Program Director or Department Head within 24 hours of the accident.
- E. The Program Director or Department Head must investigate the accident in order to verify the information and sign the form. They will ensure that Form 270 is completed and signed by the employee. In situations where the employee is unable to complete the report, the Supervisor will do so for the employee. Form 270 will be delivered to the Health and Safety Department within 36 hours of the accident.
- F. The Program Director or Department Head will use all pertinent information, including California Highway Patrol or police reports, to complete Form STD. 274, Review of State Driver Accident – Supervisors Review, and take any appropriate corrective action. This Form will be submitted to the Health and Safety Department within four days of the date of the accident.

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- G. Forms 270 and 274 will be reviewed by the Health and Safety Officer, and forwarded to the Office of Risk and Insurance Management and appropriate agencies as necessary. The Health and Safety Department must mail Form 270 within 48 hours after the accident and Form 274 within five days after the accident.



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