

Title:	Safe Driver Recognition and Awards	
Purpose:	To encourage driver safety and awareness and support the City's driver training and improvement program.	
Issued by:	Industrial Safety and Workers' Compensation	Date: August 1, 2019
References:	Mayor's Directive 124 (9-16-76); CS Circulars 1088 (9-20-76), 1352 (6-16-82) and 18-88 (7-12-88); CS letter to HFD (3-31-81); DHR Memorandum (11/14/12)	

I. POLICY

It is the policy of the City and County of Honolulu (City) to recognize and reward City drivers for sustained superior driving performance in those classes where driving is a major and integral element of work affecting class pricing.

II. AWARDS

Recognition will consist of an award symbolic of the number of years of accident-free driving. At the completion of the third year and continuing until the tenth year of accident-free driving, the award will consist of \$25.00 added directly into each awardee's paycheck. From the eleventh year on of accident-free driving, the award will consist of \$50.00 added directly into each awardee's paycheck. An award year will begin on July 1 and end the following June 30 to coincide with the fiscal year.

III. ELIGIBILITY

To be eligible for an award, an employee (except officers in the Honolulu Police Department) must permanently occupy a position in a class that requires regular operation of a City-owned motor vehicle as a major and integral element of work affecting class pricing. Employees who operate vehicles only as an incidental part of their duties are not eligible (these ineligible employees include, but are not limited to: fleet mechanics, painters, carpenters, engineering aides, technicians, and inspectors). Attachment A is a listing of eligible classes. The Department of Human Resources (DHR) will add to these classes based on the foregoing eligibility criteria, as appropriate.

IV. QUALIFICATION

To qualify for an award, eligible employees must meet the following criteria:

- A. Work in an eligible class at least 200 working days during the award year without a vehicle accident.
- B. Firefighting personnel only: Work 90 shifts during the award year without a vehicle accident.

V. RESPONSIBILITIES

Responsibilities for the Safe Driver Recognition and Awards Program are established as follows:

A. Department of Human Resources (DHR)

1. Review and update the Safe Driver Recognition and Awards Program.
2. Advise and assist departments and agencies in developing, implementing, and administering their programs.

B. Departments and Agencies

1. Develop, implement, and administer a department or agency Safe Driver Recognition and Awards Policy consistent with this City policy.
2. Disseminate information regarding this program to all eligible drivers within the department or agency.
3. Maintain records on all eligible drivers and determine which employees meet the criteria for receiving a safe driver award.
4. Submit the department or agency list for safe driver awards to the DHR Industrial Safety Branch before September 30 of each year for the fiscal year completed June 30.
5. Provide for the purchase of earned awards in the operating budget and submit a memorandum to BFS Payroll, Accounting & Fiscal Services Division listing employees eligible for \$25.00 and \$50.00 awards by employee name and City employee number (see Attachment B).

ATTACHMENT A

**CLASSES WHERE DRIVING IS A MAJOR AND INTEGRAL PART OF CLASS CONCEPT
 (DRIVING AFFECTS CLASSIFICATION AND PRICING)**

Class Title	Pay Range
Bulky Item Collection Crew Leader	BC-09
Cesspool Pumping Equipment Operator I	BC-09
Cesspool Pumping Equipment Operator II	WS-09
Emergency Medical Technician II – III (MECSTP)	AM-03, 05
Fire Fighter II – III (Driving positions only)	SR-19, 21
Grounds Keeper-Truck Driver	BC-03
Heavy Truck Driver I – II	BC-07, 08
Heavy Truck Driver-Roller Operator	BC-07
Heavy Truck Driver-Trainer	BC-08
Heavy Truck Driver-Utility Worker I – II	BC-04, 06
Herbicide Crew Leader	BC-08
Light Truck Driver	BC-04
Messenger II	SR-06
Mobile Emergency Care Specialist I	AM-09
Mobile Emergency Care Specialist III	AM-12
Parking Violations Clerk II – III	SR-10, 12
Parks Refuse Collector-Driver	BC-05
Power Mower Operator-Truck Driver	BC-04
Power Washing Crew Leader	BC-08
Refuse Collection Crew Leader	BC-09
Refuse Collection Equipment Operator	BC-10
Storm Drain Cleaning Crew Leader	BC-09
Street Patching Crew Leader	BC-08
Streetsweeper Operator II	BC-09
Traffic Coning Driver	BC-07
Traffic Coning Supervisor	FI-07
Traffic Markings Driver	BC-07
Traffic Signs Driver-Leader	BC-07
Traffic Striping Equipment Crew Supervisor	WS-10
Traffic Striping Equipment Driver-Operator	BC-10
Tree Trimmer-Equipment Operator	BC-08
Tree Trimmer-Heavy Truck Driver	BC-07
Truck Driver	BC-06
Truck Driver-Equipment Operator	BC-08
Wastewater Heavy Truck Driver	BC-09

[Date]

TO: Payroll, Accounting & Fiscal Services
Department of Budget & Fiscal Services

FROM: [NAME], Director
Department [NAME]

SUBJECT: Safe Driver Recognition and Awards for
Fiscal Year Ending June 30, 20[##]

In accordance with the City and County of Honolulu Personnel Manual, Reference XI-B-3, please distribute Safe Driver cash awards to the employees listed as follows:

\$25 Cash Award
[List Employee # & Name]

\$50 Cash Award
[List Employee # & Name]

If you have any questions, please contact [Name] at [phone number].

cc: DHR Industrial Safety Branch

Payroll Section Only:

Processed with payroll dated .

Note: Copy to be returned to Agency when payroll processing completed.